



Whitburn Church of England Academy

Catering / Cleaning Assistant	
Purpose of the Post	
<ul style="list-style-type: none"> • Promote the ethos and principles of Whitburn Church of England Academy with all staff, students and the wider community by exercising the rights and responsibilities of the post. • To realise the motto 'Excellence for All' by ensuring the highest possible standards of student personal development and well-being. • Contribute to the delivery of outstanding catering and cleaning services to the Academy 	
Post	Catering Assistant
Academy Based Working time	10 hours per week. Term time only
Scale	NJC SCP 5 £ 23,500 pro rata
Reporting to	Cook in Charge
Main Duties	<ul style="list-style-type: none"> • Assist in the preparation of meals for lunch service • Be knowledgeable of the catering service / menus and processes • Maintain attractive food presentation and service • Respond to staff and students in a polite and helpful manner • Encourage students to choose healthy meal options • Operate point of sale equipment • Complete temperature record forms • Complete cleaning schedule checklists • Report any deficiencies, damage or defects to equipment or suppliers to the Cook in Charge • Assist with setting up and clearing away prior to and after each meal service where needed • Ensure that all spillages on surfaces and floors are cleaned up immediately in order to maintain a safe and hygienic environment. • Deal immediately with any hazards which could cause an accident in the kitchen/food serving areas • Give immediate attention to accidents and report them as soon as possible to the Cook in Charge • As required assist with cleaning and washing up in the Science prep room • As required assist the Academy cleaning team in ensuring a clean and professional working environment. • Report to duty staff any student misconduct <p>Other Duties</p> <ul style="list-style-type: none"> • Adhere to the Academy Staff Code of Conduct. • Discharge your duty of care for your own and others' health and safety. • Demonstrate a commitment to safeguarding and promote the welfare of children and young people, staff and volunteers.

	<ul style="list-style-type: none">• Undertake training and development as required, in particular addressing issues raised through School Review.• Be courteous to colleagues, pupils and parents and provide a welcoming environment to guests.• Advise the Academy of any disability you may have or develop so that the Academy can endeavour to make any necessary reasonable adjustments to the job and the working environment.• The post holder must carry out their duties with full regard to equal opportunities.• The post holder must act in compliance with data protection law in respecting the privacy of personal information held by the Academy.• The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.• Other duties will be required as and when necessary to the post from time to time. The job description is current at the date shown but, in conjunction, with the post-holder, may be revised by the Principal to reflect and anticipate changes in the job that are commensurate with the grade and job title. Such variations that are made to the duties and responsibilities will not change the general character of the post.
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Whitburn Church of England Academy is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.