



SINCE 604 AD

# KING'S SCHOOL

ROCHESTER

Post title: **Catering Assistant**

Reporting to: Catering Supervisor and Chef de Partie

Hours of work: This is a term-time only position with occasional weekend/evening at any venue as requested by your Line Manager as and when required. Overtime may be required and will be paid at flat rate. Working time will not exceed 48 hours per week - including weekends.

Normal hours of work will be 10.30 am - 2.45 pm (4.25 hours) Monday-Friday (inclusive).

In addition:

- 11 x weekends per annum at 4 hours (Saturday or Sunday)
- Up to 12 days during the summer break for up to 6 hours per day (this is subject to change for which you will receive at least one month's notice)
- You will be required to work all official school functions which may be outside of your normal working hours and will be paid at flat rate
- You may be required to work outside of your normal working hours, weekends and non-term time for events such as staff training/meetings.
- Overtime will be paid at flat rate (unless increased at the discretion of your line manager)

## Introduction

King's Rochester is the oldest choir school and the second oldest school in the world.

There has been a school on the Cathedral Foundation since 604 AD, but the name of 'King's School' dates from the Reformation. King Henry VIII appointed a Dean and Chapter, a full choral establishment and 'twenty scholars to be taught Grammar', together with a Headmaster and Under-Master of the Cathedral Grammar School.

The School now has 640 pupils between the ages of 3 & 18, with 60 boarders. The Senior School provides for pupils between 13 & 18, and consists of 270 boys and girls, there is a Preparatory School for the ages 8 to 13, a Pre-Preparatory School for those aged 3 to 8 and a Nursery. Although the School is comparatively small, it has a strong academic tradition; nearly all the pupils continue to A Levels and go on to university.

The School is situated in the most historic part of Rochester, adjacent to the Cathedral and Castle. However, it is within easy reach of the country and is only thirty miles from London. The School enjoys an idyllic setting within the heart of historic Rochester. The buildings, many of which are listed, occupy a widespread campus set around the Castle and

Cathedral. King's is a Christian school, which is part of the Foundation of the Cathedral which it uses daily as its Chapel. Although candidates need not be Anglicans, it is important that they should feel sympathy with the Christian tradition of the School.

### **Job Purpose**

To produce all catering services at the required times to the School's standards, within the agreed specification and to the agreed performance, qualitative and financial targets. To take responsibility for the unit and ensure the smooth running of a catering department

### **Main Responsibilities:**

- To assist the catering team preparing, cooking and serving the food promptly and efficiently and anything as directed by the Catering Supervisor, Chef de Partie or School Chef
- Adhere to and complete daily and weekly due diligence book
- Unloading deliveries from suppliers
- Organising the store rooms
- Be able to use a variety of kitchen equipment such as mixers, knives and cutters
- Washing all appliances, work surfaces, floors, walls, utensils etc
- Ensuring the kitchens are kept clean at all times
- Report any faults of equipment to your Line Managers
- To be aware of their responsibilities for Health and Safety of themselves and others
- To attend team meetings as required and contribute to the development and growth of the business through the sharing of good practice and your own experiences
- To attend all necessary training sessions to develop your own potential and enable your progress in the School
- To be an active member of the team and support colleagues
- Comply with any reasonable instructions from your Line Manager within the agreed deadlines
- Comply with all School's policies and procedures
- Maintaining confidentiality at all times in respect of School related matters and to prevent disclosure of confidential and sensitive information including pay.
- If required, ensure that all cash is accounted for at the end of each trading day and close the till to allow for daily/weekly takings to be recorded
- If required, operate till and card reader system
- If required, ensure that any float within your department is recorded and given to the Catering Supervisor

## Personal Specification

The post holder should be able to demonstrate the following:

	<b>Essential</b>	<b>Desirable</b>
Education and qualifications	Basic English language	Level 2 award in Food Safety in Catering
Specialist knowledge and skills	Cooking experience (whether this be at home or work)  Cleaning experience	Catering experience  COSHH training  Manual handling training
Skills and abilities	Ability to manage time effectively, be flexible to changing demands of the post  To be an active member of the team and support colleagues	
Personal qualities	Committed to achieving high standards of cleanliness and hygiene  High personal hygiene standards	

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the School. This job description will be reviewed annually and is an integral part of the appraisal and line management process.

### Salary

Competitive, depending on skills and experience, to be discussed at interview.

### Benefits

- Paid holiday entitlement is 25 days per annum plus bank holidays.
- Free school lunch during term time.
- Contributory pension scheme.
- Access to the King's Rochester Sports Centre and swimming pool.

### Method of Application

Applications will only be accepted on the King's School Rochester application form, with a covering letter and CV (if available) which should be sent as soon as possible to Mrs Aije Barnes, HR Manager, by email to [recruitment@kings-rochester.co.uk](mailto:recruitment@kings-rochester.co.uk).

**Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.**

King's Rochester is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

King's Rochester is committed to safeguarding and promoting the welfare of children and fulfils all its responsibilities under current child protection and safeguarding legislation in accordance with good practice in the care of young people, especially those living away from home. We expect volunteers to share this commitment.

Candidates will be expected to undergo child protection screening appropriate to the post including disclosure and barring service checks and allow checks on their background and identity including checks with past employers and suitable referees.

The appointment will be conditional upon successful outcomes of these checks and also on successful enhanced DBS and children's barred list checks,

The School has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK for the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.