



HEREFORD CATHEDRAL SCHOOL

CANDIDATE INFORMATION

Food Service Assistant

01432 363500 | HEREFORDCS.COM



HEADMASTER'S WELCOME



Thank you for taking the time to consider applying for this important position at Hereford Cathedral School. I believe that there has never been a more exciting time to join us and I look forward to meeting you.

While we are the fifth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision. I have the privilege of leading an outstanding school with a fantastically committed staff in the most wonderful of settings.

Our culture reflects the character and personality of our organisation. It is what makes the School a unique and special place to work and is the sum of our values, traditions, beliefs, interactions, behaviours, and attitudes.

It is a real joy working at Hereford Cathedral School and I hope that you too will also want to join our wonderful community.

*Yours ever,
Michael*

DR MICHAEL GRAY

Headmaster

J O B D E S C R I P T I O N : F O O D S E R V I C E A S S I S T A N T

Post title: Food Service Assistant

Hours: 20 hours per week (10.30am-2.30pm) over 5 working days*

Salary: FTE 20,820 (NLW)

Equates to: £9,884 pro rata Term time plus 8 days (37.6 weeks per year)

Location: Hereford Cathedral School, Old Deanery, Cathedral Close, Hereford HR1 2NG

*occasional evening and weekend work may be required

O P P O R T U N I T Y

The School is looking to recruit a Food Service Assistant to work in our busy catering department. The core purpose of this role is to provide effective support to the Catering Manager through the ability to prepare food to a high standard, serve food to staff and pupils, and maintain cleanliness and hygiene standards.

This is an exciting opportunity to join a sector-leading educational organisation which values continuous professional development, a culture of collaboration, reflective practice and where colleagues are nurtured, supported and encouraged in their careers.

The successful candidate will have some previous experience and knowledge of food preparation and cooking skills.

O U R O F F E R

- Join a highly talented and supportive team and governing body
- Competitive salary
- A beautiful place to work in the most idyllic settings
- A positive and innovative working environment surrounded by students, staff, parents and governors
- A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity
- Cycle to Work scheme
- Free lunch during term time
- NEST pension scheme (8.7% employer contribution, 6% employee contribution)

R E P O R T I N G L I N E S

The post holder will report to the FSA Team Leader

CONTINUED OVERLEAF



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SCHOOL'S YOUTUBE CHANNEL

THE ROLE: FOOD SERVICE ASSISTANT

ACCOUNTABILITIES

- To assist in the production of foodstuffs as required by the Chef Manager and Cooks
- To keep kitchen clean, tidy and hygienic at all time in accordance with national standards as set out by Environmental Health
- Serve food to staff and pupils at morning break and lunchtime

RESPONSIBILITIES

- Wash crockery, cutlery, cooking and service utensils, pots and pans. Clean Kitchen equipment, clean floors, walls and surfaces in the kitchen and dining room
- Carry out basic food preparation tasks
- Assist with the setting up of the service counter, serve food according to the type of service used, and clean areas afterwards
- Set up dining room furniture and prepare the room for dining, cleaning and dismantling same and leaving in a clean condition
- Ensure floors in both kitchen and dining areas is keep free of food waste at all times to avoid slips and falls
- Perform in-depth cleaning tasks when requested
- Assist with the unloading of deliveries of supplies
- Serve drinks and snacks at morning break, functions and meetings as directed
- Assist with basic food preparation and serving at events and meetings as directed
- Operate till and take cash at senior school morning break time

Wilmot House opened in 2019 and provides a wonderful home for our boarders



SAFEGUARDING AND PROTECTION OF CHILDREN AND YOUNG PERSONS

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

HEALTH AND SAFETY

As an employee you are expected to:

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not interfere with or misuse anything that's been provided for your health, safety or welfare
- Report any injuries, strains or illnesses you suffer as a result of doing your job
- Tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

The Old Deanery in Cathedral Close is home to our leadership and administrative staff



PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Qualifications	Good standard of Spoken and Written English	Basic Food Hygiene Certificate Other relevant professional qualifications
Experience and knowledge	Some knowledge of Health and Safety procedures in a catering environment Some knowledge of food preparation and cooking skills	Previous experience in a similar role Experience of working within an education environment
Skills and abilities	Ability to understand and follow instructions Ability to work effectively as a member of a team but also work on own initiative Demonstrable knowledge of high standards of personal and kitchen cleanliness Build and maintain relationships through effective interpersonal skills	Ability to communicate with children Some knowledge of collecting cash through a cash register Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school
Aptitude	Calm and unflustered when working under pressure tight time constraints whilst maintaining a sense of perspective and humour Naturally demonstrates a 'can do' helpful attitude Reliability and integrity Resilience and tenacity Commitment, honesty and dedication Shares the School's values and committed to the School's vision A positive attitude towards children and young people	
Circumstances	Able to work flexibly, some earlier starts, evenings and weekends may be required in support of wider school functions from time to time	
Safeguarding Children, Young People and Vulnerable Adults	Understands their role in the context of safeguarding children, young people and vulnerable adults Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended by the Headmaster.

HOW TO APPLY

An application form and information pack may be downloaded from the school website: www.herefordcs.com/job-vacancies

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to recruitment@herefordcs.com

The closing date for applications is **10am 15th July 2024**.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.