



<b>Post:</b>	<b>CATERING ASSISTANT</b>
<b>Reporting to:</b>	Catering Manager and Support Services Manager
<b>Hours:</b>	Monday to Friday, 25 hours per week
<b>Salary:</b>	NJC Points 5 to 6 — £13.63 per hour
<b>Contract Type:</b>	Permanent/Term-Time with retainer fee paid during school holidays

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## **JOB PURPOSE**

To actively participate in the daily operation of the Catering Unit under the direction of the Catering Manager.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales in the unit.

## **MAIN DUTIES & RESPONSIBILITIES**

- Basic preparation of food and beverages, including the preparation of vegetables and snacks using appropriate equipment.
- Simple cooking, including the reconstitution of prepared food.
- Organising and controlling food service points including operation of the College till system.
- Transferring and serving meals and snacks, including transported meals to other locations within the College as required.
- Assisting with the promotion of meals to pupils, parents and Principal.
- Maintaining regular contact with the central kitchen, if applicable, regarding all aspects of service delivery.
- Preparing the dining area:
  - Setting out dining room tables, chairs, benches and serving points as required by the meals service.
  - Setting tables, laying out cutlery, water jugs etc.
- Completing general kitchen and dining room duties including washing up, clearing away equipment including tables, chairs and benches.
- Cleaning the kitchen/servery, dining room and equipment including floors and walls.
- The cleaning of all internal fixed glass surfaces up to a height of 3.35 meters above floor level where suitable equipment is provided for safe working.
- Recording temperatures for control purposes as required.
- Securing premises as required
- Completing duties as delegated in connection with service provision.
- Carry out duties to comply with:
  - Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
  - Codes of Practice

- Carry out all duties in working conditions normally inherent in the particular job.
- Complete all necessary administration.
- Carry out duties for jobs up to and including those in the same grade, providing such duties are within the competence of the employee.
- Always ensure compliance with Health and Safety and hygiene procedures, including safely powering down/switching off equipment when not in use.
- Undertake job related training provided by the College when required.
- Promote and adhere to the Values/ethos of the College.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the postholder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

***This job may be altered from time to time in line with the developing needs of the College.  
Criteria for this post may be enhanced to facilitate shortlisting.***

# Job Specification

## Post: Catering Assistant

The following are essential criteria which will initially be measured at the shortlisting stage, and which may also be further explored during the interview/selection stage. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

SECTION 1	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT
Other	Willingness to undertake job related training.	Shortlisting by Application Form

SECTION 2	ESSENTIAL CRITERIA	METHOD OF ASSESSMENT
Skills/ Abilities	Effective communication skills to support team working, taking of instruction and engagement with customers.  Excellent interpersonal and team working skills.  Effective organisational and planning skills and the ability to work under pressure to meet deadlines.  Motivation towards providing excellent customer service for our children and young people.	Interview
Values Orientation	Evidence of how your experience and approach to work reflect the College ethos and values.	Interview

### DESIRABLE CRITERIA

FACTOR	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
Experience	Previous experience of working in a customer service or catering role where food is prepared, cooked and served.	Shortlisting by Application Form
Knowledge	Knowledge of health and safety and hygiene procedures in a catering environment.	Interview

### *Disclosure of Criminal Background*

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'.

In the event that you are recommended for appointment to a post that involves 'regulated activity', the College will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.

Further information can be accessed at NI Direct or the Department of Justice.

***Hazelwood Integrated College is an Equal Opportunities Employer.***



**HAZELWOOD**  
INTEGRATED COLLEGE

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