



WEST HILL PARK

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## Catering Assistant

**Contract:** Permanent

**Start date:** as soon as possible on completion of safe recruitment checks

**Hours:** Mon – Thurs 10am – 7pm & Fri 10am-2pm Occasional weekend work and overtime will be required. Term time only (35 weeks per year)

**Salary:** £11.44 per hour minimum

**We are an independent school set in beautiful grounds and are keen to appoint a Catering Assistant to join our busy in-house Catering Team. The successful candidate will have good communication skills and empathy for young people. We are looking for a great team player who is reliable and adaptable to become part of our busy but friendly catering team.**

Within your Catering Assistant role you would be expected to;

- To prepare, pack (where required) and serve foods to meet specifications as defined, including meal requirements of the customer and any occasional special, emergency and function catering.
- To undertake cooking as required by the Catering Manager
- To understand and work within guidelines regarding current health, safety and hygiene regulations, and the school's Health and Safety Policy.
- To assist with general washing up, clearing away and cleaning duties as required
- To operate all heavy equipment according to guidelines.
- To assist in the dining area in order to ensure that the service is delivered to the standard required including lifting tables and chairs and responding to 'one off' situations sometimes at short notice.

Benefits of the role;

- Access to a wide range of programs to train and develop you.
- Workplace Pension
- Cooked lunch

Requirements for this role;

- Desirable however not essential as training will be provided: previous experience in the catering environment.

**Safeguarding statement:**

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers. The information asked for is required under Child Protection regulations and failure to complete the form fully may hold up or jeopardise your application. For further information please see the accompanying notes.

**How to apply** - the closing date for applications is Friday 26th April. A completed application form and a covering letter should be sent to: [headmaster@westhillpark.com](mailto:headmaster@westhillpark.com) for the attention of Mr Chris Ward, Headmaster. The School reserves the right to appoint before the closing date so early applications are encouraged. To arrange an informal visit to the School or to discuss the role in confidence with the Headmaster, please contact Mrs Abigail Suttie (Head's PA) on 01329 842356. [admissions@westhillpark.com](mailto:admissions@westhillpark.com) or Further information on the school can be found at [www.westhillpark.com](http://www.westhillpark.com)