



# Our Lady and St Patrick's College, Knock

## Canteen Assistant

### Personnel Specification

QUALIFICATIONS AND TRAINING	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Good standard of education to GCSE equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 GCSEs, including English Language and Mathematics.</li> <li>• First Aid Qualification.</li> <li>• In possession of Basic Food Hygiene Certificate.</li> </ul>
EXPERIENCE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• 1 year or more relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within a school or education establishment.</li> <li>• Experience in a catering environment.</li> </ul>
SKILLS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Committed to effective teamwork.</li> <li>• Ability to work effectively in a busy environment.</li> </ul>	<ul style="list-style-type: none"> <li>• High level of organisational ability and initiative.</li> <li>• Strong customer service skills.</li> </ul>
PERSONAL QUALITIES	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• An excellent personal and professional role model who supports the College ethos.</li> <li>• Child-centred approach.</li> <li>• A strong sense of integrity and confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to participate in the College's extra-curricular activities.</li> </ul>



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## Canteen Assistant

### Job Description

<p><b>1. Job Title:</b> Term-Time Temporary Canteen Assistant (Maternity Cover, Immediate – 27/06/25)</p>
<p><b>2. Hours/Salary:</b></p> <ul style="list-style-type: none"><li>• 15 hours per week (12.00pm – 3.00pm Monday – Friday)</li><li>• £12.5190 per hour (NJC Point 5)</li></ul>
<p><b>3. Reporting Relationships/Line Managers:</b> The post holder reports to the:</p> <ul style="list-style-type: none"><li>• Catering Manager</li><li>• College Business Manager</li></ul>
<p><b>4. General Duties:</b></p> <p><b>4.1</b> To actively participate in the daily operation of the Dining Hall under the direction of the Catering Manager.</p> <p><b>4.2</b> Preparing the dining area to include organisation of dining room tables, chairs, benches and serving points as required.</p> <p><b>4.3</b> Completing general kitchen and dining room duties including washing up and clearing away equipment.</p> <p><b>4.4</b> Cleaning the kitchen/servery, dining room and equipment including floors and walls.</p> <p><b>4.5</b> Organising and controlling food service points as required.</p> <p><b>4.6</b> Operate cashier register as required.</p> <p><b>4.7</b> Maintaining regular contact with the kitchen, if applicable, with regard to all aspects of service delivery.</p> <p><b>4.8</b> Assisting with the promotion of meals to Students and Staff.</p> <p><b>4.9</b> Work as part of a team and support other members of the Dining Hall team to meet standards.</p> <p><b>4.10</b> Wear appropriate clothing as required by the College.</p> <p><b>4.11</b> Cover colleagues on sick leave, as required.</p> <p><b>4.12</b> Comply with all Health and Safety regulations and codes of practice.</p> <p><b>4.13</b> Report any Health and Safety issues to the Catering Manager/College Business Manager.</p> <p><b>4.14</b> Overtime will be required for some events outside normal working times.</p> <p><b>4.15</b> In addition, any other reasonable duties as requested by the Catering Manager/College Business Manager.</p>