



Our Lady and St Patrick's College, Knock

Canteen Assistant

Personnel Specification

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



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Job Description

1. Job Title: Term-Time Temporary Canteen Assistant (Maternity Cover, Immediate – 27/06/25)

2. Hours/Salary:

- 15 hours per week (12.00pm – 3.00pm Monday – Friday)
- £13.20 per hour (NJC Point 5)

3. Reporting Relationships/Line Managers: The post holder reports to the:

- Catering Manager
- College Business Manager

4. General Duties:

- 4.1** To actively participate in the daily operation of the Dining Hall under the direction of the Catering Manager.
- 4.2** Preparing the dining area to include organisation of dining room tables, chairs, benches and serving points as required.
- 4.3** Completing general kitchen and dining room duties including washing up and clearing away equipment.
- 4.4** Cleaning the kitchen/servery, dining room and equipment including floors and walls.
- 4.5** Organising and controlling food service points as required.
- 4.6** Operate cashier register as required.
- 4.7** Maintaining regular contact with the kitchen, if applicable, with regard to all aspects of service delivery.
- 4.8** Assisting with the promotion of meals to Students and Staff.
- 4.9** Work as part of a team and support other members of the Dining Hall team to meet standards.
- 4.10** Wear appropriate clothing as required by the College.
- 4.11** Cover colleagues on sick leave, as required.
- 4.12** Comply with all Health and Safety regulations and codes of practice.
- 4.13** Report any Health and Safety issues to the Catering Manager/College Business Manager.
- 4.14** Overtime will be required for some events outside normal working times.
- 4.15** In addition, any other reasonable duties as requested by the Catering Manager/College Business Manager.