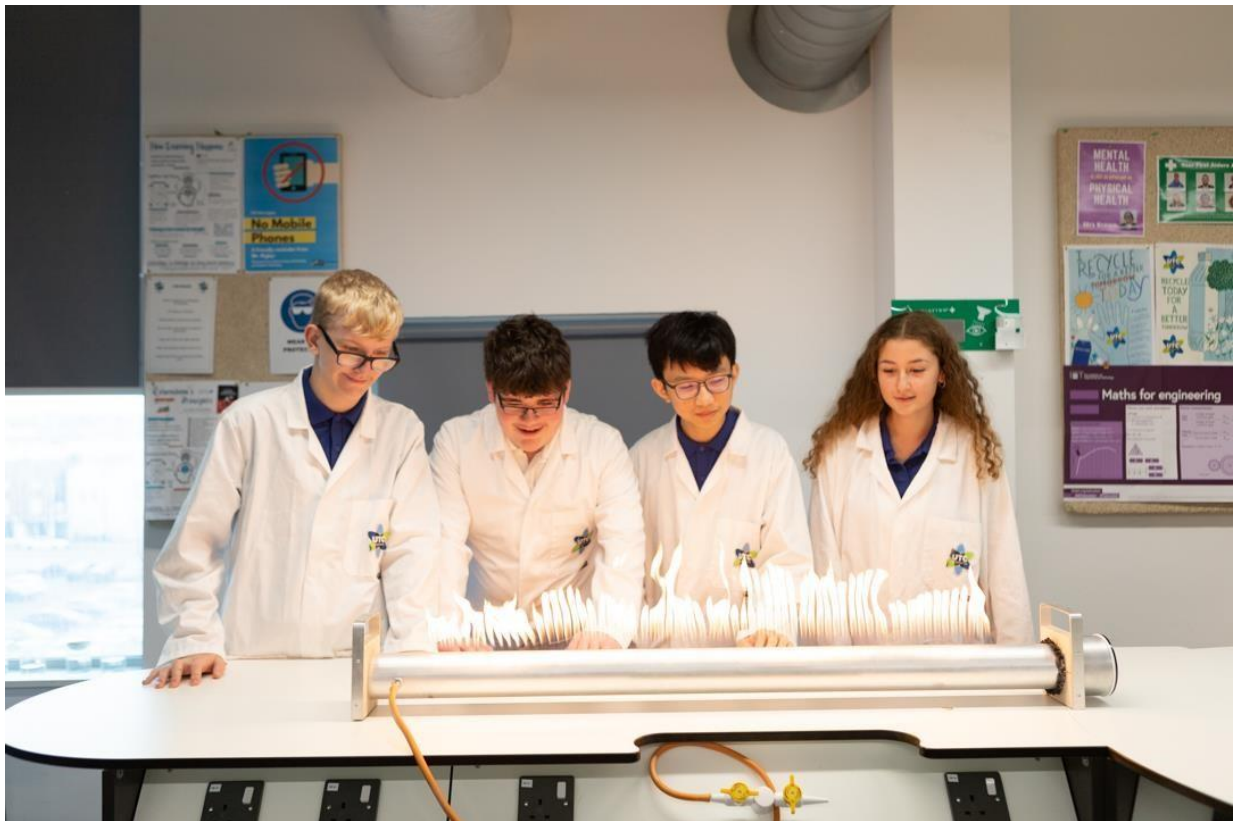


UTC Warrington

Catering Assistant

Candidate Information Pack



Vacancy: Catering Assistant

Job start: ASAP

Closing date: 4.00 pm Friday 27th September

Interviews: Week commencing Monday 30th September

Salary: National Minimum Wage

Benefits: Local Government Pension Scheme

Location: Warrington

Contract type/Hours: 25 hours p/w (Term-time only (190 days) + additional hours available for hospitality.

Contract term: Permanent

Introduction

An exciting opportunity has arisen for the appointment of a Catering Assistant at UTC Warrington. We are an enriching and exciting place to work with superb students, committed, highly skilled staff, and a focus on delivering the highest quality teaching. Our staff are our most valuable asset. We operate a culture of continued professional development and are looking for an enthusiastic and committed individual to join our team. We welcome pre-arranged visits to the UTC from candidates.

About Us

UTC Warrington opened in September 2016 and was first inspected by Ofsted in May 2019 and secured a 'Good' judgement in all areas. UTC Warrington aims to become an 'Outstanding' institution by our next Ofsted inspection. The UTC is growing and has just received approval from the Department of Education to join the Aldridge Education Multi Academy Trust.

Our key focus is to support young people in preparing for the world of work, develop technical skills, and to find meaningful careers – apprenticeships, university or employment. Manchester Metropolitan University collaborated with employers such as Sellafield Ltd to create the UTC, providing students with valuable relationships and experiences within the STEM industry in the North West and beyond.

We are a school and sixth form, with a strong focus and vision that prepares students for a high quality role within built environment, science, engineering and digital occupations. Our students study academic subjects, with a range of GCSEs and post-16 qualifications. We also offer the opportunity for students to focus on developing their technical knowledge and skills and to work directly with the region's employers.

Our dedicated personal development programme encourages students to challenge themselves by using their skills in speaking, listening, problem solving, creativity, staying positive, aiming high, leadership and teamwork in all aspects of their UTC career. Combined with opportunities

to take part in high quality enrichment (cadets, NCS, student leadership, sport), our young people are ready for the world of work.

Our UTC has fantastic facilities and state-of-the-art equipment. Students have contact with industry professionals and teachers with strong industry experience. Progressing onto world class degree and apprenticeship opportunities. The UTC is currently ranked 10th nationally for students entering higher and degree apprenticeships.

As a college we offer opportunities for a comprehensive programme of individualised evidence based CPD as well as encouraging colleagues to further their personal professional development through courses such as the National Professional Qualifications and Masters level degrees.

The successful candidate will join a supportive and successful business support team.

How to Apply

For an informal discussion or to arrange a visit to look around the UTC please contact Lindsey Devine Office Manager on 01925 737067 or by email – ldevine@utcw.co.uk .

Closing date

Please complete an application form and submit a covering letter to ldevine@utcw.co.uk

CVs will not be accepted. **The closing date for applications is 4:00 pm on Friday 27th September.** Interviews will take place on the week commencing **Monday 30th September.**

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

UTCW is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate will be required for all posts.

We are also committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

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Please take the opportunity to find out more about life at the UTC through our website and social media channels:

Website: www.utcw.co.uk

Facebook: www.facebook.com/UTCWarrington

Twitter: www.twitter.com/UTCWarrington

Instagram: www.instagram.com/utc_warrington

UTC Warrington - Catering Assistant Job Description

Job Title: Catering Assistant

Accountable to: Catering Manager

Support in providing a healthy catering service to UTC Warrington within agreed budgets and with a high value placed on customer satisfaction. Duties include the preparation of food, serving of meals, general kitchen and cleaning duties as directed by the Catering Manager. Additional responsibilities include general cleaning duties. Working to maintain high standards of hygiene, safety, service, and quality.

Job Purpose: Support the Catering Manager in the day-to-day running of the kitchen, in compliance with relevant Health & Safety and Food Hygiene requirements.

Main duties and responsibilities

Core

- To assist with the smooth running of the school kitchen and assist at catering functions. Preparation of all working, service, and dining areas.
- Assisting in the preparation and presentation of food items and beverages as directed by the Catering Manager.
- To assist in devising creative, innovative and nutritious menus to ensure a variety of meals is offered in the school which caters for different dietary requirements as appropriate.
- Ensuring that the dining room is cleared during service and tidying up undertaken.
- Cleaning the kitchen, surrounding areas and equipment to ensure the kitchen cleanliness is maintained at a high level.
- Regularly check kitchen equipment e.g. mixers, fryer, utensils, work surfaces are in accordance with specified procedures to ensure all equipment is hygienic and in safe working order and complies with relevant regulations. ☑ To inform the Catering Manager of any defects in equipment, suspect food or other concerns relating to Food Safety.
- To prepare the dining area to include moving and setting up tables and chairs.
- To prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area.
- To deliver excellent customer relations in a professional manner with the ability to communicate effectively, taking personal responsibility for delivering excellence and kindness.
- Ensure that the highest standards of customer care are upheld.
- To meet weekly financial targets as agreed by the Catering Manager to ensure function of school kitchen is sustainable.
- Undertake promotional events e.g., healthy eating initiatives, National School Meals Week, or any promotion as directed by your line manager, in order to maximise meal uptake and raise the profile of the service.
- Support cross-curricular initiatives e.g. pupil courses, cookery tutorials, healthy eating and lifestyle messages delivered in PSHE classes.

Other

- Attend and assist with school events as and when required.

Other duties and responsibilities To carry out any other duties that the Principal may reasonably request.

Responsibilities common to all staff: All staff are expected to:

- Foster UTC Warrington's vision and objectives.
- Ensure equality and diversity is celebrated and promoted through all practice, and that success is achieved through widening participation and encouraging access to a diverse range of students.
- Effectively discharge UTC Warrington's responsibility for safeguarding students.
- Work within the UTC Warrington Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Attending appropriate professional development/training sessions, courses or meetings to ensure that skills are maintained and developed to meet the changing needs of the school.
- Comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, students and members of the general public.
- Be responsible and accountable for carrying out the post with regard to the school's Safeguarding Policy, Equal Opportunity Policy, Health and Safety at Work Act and any other relevant policies and procedures.

UTC Warrington is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful appointments are subject to receiving satisfactory employment checks including references and an Enhanced DBS Disclosure is required for all posts involving regulated activity.

September 2024