



Seckford Foundation

a foundation for life



Work With Us **Catering Assistant**

Application Pack

Catering Assistant



Based at Seckford Care

35 hours per week, 52 weeks per year

£11.52 per hour

We are looking to appoint an enthusiastic Catering Assistant to join our busy Catering Team at Seckford Care. The working hours are 35 hours per week for 52 weeks per year. The shift pattern ranges from 7am – 7pm, Monday – Friday with one weekend worked in every three.

Experience of working in a kitchen or catering setting would be preferable. A certificate in Food Safety Level 2 would be an advantage but full training will be given. You will assist with all general kitchen/catering duties in our busy kitchen as directed by the Head Chef, including the preparation and provision of the food service to residents.

To apply for this role, we do require an application form to be completed which can be downloaded from the link below. We cannot accept CVs or cover letters alone.

For further details please visit <https://www.seckfordcare.org.uk/about/working-with-us/>

Closing date for applications: 19 April 2024

Interview date: w/c 22 April 2024

The Seckford Foundation is committed to safeguarding and promoting the welfare of children and vulnerable adults and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).



The Role

Job Title: Catering Assistant – Seckford Care

Job Purpose:

To assist with the preparation and provision of the food service to the care home residents and service users and to assist with general catering duties as directed by the Chefs/Head Chef.

Main Duties and Responsibilities:

Food:

- Basic vegetable preparation as requested by Chefs
- Food service and distribution
- Cleaning and washing up
- Comply with hygiene and health and safety measures at all times
- Take part in compulsory/non-compulsory training
- Work in a flexible manner
- Be prepared to assist with functions and events at the Seckford Foundation sites or off site
- Advise Chefs/Head Chef of stock shortages or broken equipment.

Other:

Any reasonable request made by your line manager. Attend external meetings or training courses as required.

Health and Safety:

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the Foundation's/School's Health and Safety Policy.

Child Protection/vulnerable adults statement:

The Foundation is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with all the Foundations Safeguarding related policy at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children or vulnerable adults in the school/care home, then you must report any concerns to the welfare designated person.

Brand values:

Ensure your work, communication and approach conforms to the brand values and house style of the school and the wider Seckford Foundation.

Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the Foundations Intranet.

Person Specification

Skills, Knowledge, and Experience	E	D
GCSEs in Maths and English (min Grade C) – basic literacy and numeracy skills in order to read instructions/complete forms etc	✓	
Able to organise own work effectively	✓	
Good verbal skills in order to communicate effectively face to face with pupils, staff and guests	✓	
Able to participate effectively as part of a team	✓	
Punctual and reliable	✓	
Flexible approach	✓	
Basic Food Hygiene certificate Level 2		✓
Basic First Aid		✓
Awareness of Health, Safety and Hygiene Regulations		✓
Working knowledge of equipment used in a kitchen		✓
Previous experience in a catering post		✓
Experience in a customer-facing role		✓
Safeguarding		
Evidence of a commitment to promoting the health, welfare and safeguarding of vulnerable adults and / or children.	✓	



Benefit Statement

Pension	Automatic enrolment into the Foundation's pension scheme (subject to meeting certain eligibility criteria). You may contribute by direct deduction from your pay 3.2 % or more of your qualifying earnings. The Foundation will contribute 1.5% of your contribution up to a maximum of 7.5% of your gross pay.
Sick Pay	After a successful probation period, four weeks full pay and four weeks half pay in any rolling twelve-month period. After two years' service six months full pay and six months half pay in any rolling three-year period.
Holiday	28 days including public holidays (pro rata for part time).
Training	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period. Opportunity to join the Care Academy and complete a professional qualification.
Personal Accident Insurance	Personal accident insurance is provided for all employees.
Other Benefits	<ul style="list-style-type: none"> • Blue Light card reimbursement • 6 monthly Wellbeing Tokens • Free uniform (tunics) • Allowance towards the purchase of black trousers • Free Enhanced DBS check • Introduce a Friend scheme £350 after probation, £350 after 12 months service *subject to Ts and Cs • Daily snacks provided in the staff room • Seasonal gifts – Christmas hampers • Death in service benefit

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the Foundation's website:

www.woodbridgeschool.org.uk/about/vacancies

Please apply, preferably by email, stating "Catering Assistant – Seckford Care" in the title line to

recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to The People Team at:

Seckford Foundation

Marryott House

Burkitt Road Woodbridge

Suffolk

IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the HR Department on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

The Seckford Foundation is committed to safeguarding and promoting the welfare of children and vulnerable adults and all applicants must be willing to undergo appropriate checks for the position, including checks with past employers and the Disclosure and Barring Service.