



Harlesden Road, Willesden, London, NW10 3RN

### Introduction

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI Section 48) and have been consistently rated a "Good" school by Ofsted, most recently in May 2024. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, "*Everyone Counts, Everyone Contributes, Everyone Succeeds*" best encapsulates the ethos and values of the community we have established.

### JOB DESCRIPTION

**Kitchen Assistant**  
**Scale 1 Point 2 - £22,366 pro rata plus London Weighting £2175**  
**pa pro rata**

**Scope:** To assist with food preparation and the cleanliness of the Unit.  
**Responsible To:** Catering Manager  
**Communication:** Customer, Manager, Colleagues  
**Time :** 10:30am – 2:30pm

### DUTIES

#### Food Preparation

- To assist in the preparation of food as and when required
- To fill chiller cabinets as and when required
- To assist cook or manager with any food preparation
- To follow managers instructions and avoid wastage

## **Food Service**

- To assist customers when necessary, always being polite and courteous
- To maintain high standards of presentation of food
- To replenish counters throughout service
- To control portion sizes and wastage
- To serve food as and when required

## **Biometric System Till**

- To operate the till as and when required

## **Health and Safety**

- To follow company policy on safety as outlined with training
- To wear full company uniform in all food areas with safe shoes which must be kept clean and smart
- To operate dangerous machinery only after training is given

## **Standards will be judged by**

- Personal appearance and time keeping
- The degree of co-operation with work colleagues and customers
- The tidiness and appearance of the unit at all times
- Hygiene standards
- The quality of food preparation

## **Application process**

Newman Catholic College is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear, enhanced DBS check. Application forms must be completed and are available from the school website or by phoning the school office on 020 8965 3947. Please note that CVs will not be accepted.

Completed forms should be returned directly to Newman Catholic College at the above address or via email to [trohan@ncc.brent.sch.uk](mailto:trohan@ncc.brent.sch.uk).

**Closing date: 15<sup>th</sup> July 2024, Midday**