



LORETO COLLEGE COLERAINE

JOB DESCRIPTION

Post:	Canteen Kitchen Assistant (Part-Time)
Reports to:	Catering Manager
Hours of work:	4 hours 45 minutes per day, 23.75 hours per week
Working Pattern:	Mon – Fri 9:30am – 2:35pm (includes 20 mins unpaid lunch break)
Contract Status:	Permanent, Part-Time, Term-Time only.
Start Date:	Immediate start available

1. **Job Purpose:** To actively participate in the daily operation of the Canteen under the direction of the Catering Manager.

2. **Duties and Responsibilities:**

- 2.1 The basic preparation of food and beverages using appropriate equipment an efficient and hygienic manner.
- 2.2 Simple cooking including the reconstitution of prepared food. Recording of temperatures for control purposes as required.
- 2.3 Till Operator during the serving of school meals, as well as organization and control of food service points.
- 2.4 The transferring and serving of meals and snacks as required.
- 2.5 General kitchen and dining hall duties including washing up, setting up and clearing away equipment including tables, chairs and benches, cleaning of the surrounds including walls and floors.
- 2.6 Work as part of a team and support other members of the Canteen team to meet standards.
- 2.7 Securing of premises as required.
- 2.8 Any other reasonable duties as delegated in connection with service provision.
- 2.9 Assist in the promotion of meals to pupils and staff.

- 3.0 **General Conditions:**

- 3.1 All duties must be carried out to comply with Acts of Parliament, Statutory Instruments and Regulations, Codes of Practice and other legal requirements.
- 3.2 All duties will be carried out in the working conditions normally inherent in this particular job.
- 3.3 Cover colleagues on sick leave.
- 3.4 Employees must accept any training to facilitate the undertaking of duties up to and including their own grade. The training to include:
 - Food Safety Training
 - Induction / refresher training
 - Child Protection Training
 - Any mandatory Health & Safety training applicable

3.5 All necessary administration must be completed as required.

3.6 Any absence must be reported in line with the School's Absence Procedure and as per the employee handbook. All relevant forms must be completed and signed by the Line Manager.

3.7 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

4.0 Wage Rate: NJC Point 5 £13.62 per hour. Post Evaluated September 2025.

5.0 It is acknowledged that the contents of this generic job description are not subject to appeal.

The Job Description will be subject to review on an ongoing basis to reflect changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and, always pay due regard for equality legislation.

NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how and to what extent you meet the required criteria, as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
4. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

FACTOR	ESSENTIAL	DESIRABLE
Experience	1 year or more relevant experience	Experience of working in a busy customer service or catering role
Qualifications / Training	Willingness to undertake job related training 5 GCSE's or equivalent including English and Mathematics	Possess Basic Food Hygiene Certificate Knowledge of: Hazard Analysis Critical Control Point (HACCP) Health & Safety, First Aid, Manual Handling Nutrition and providing food to meet special dietary requirements
Skills	Committed to effective teamwork Ability to work effectively under pressure in a busy environment	Effective organisational, interpersonal and planning skills, using initiative when required Strong customer service skills

Personal Qualities	Evidence of how your experience and approach to work reflects the school's ethos and values. Child-centred approach A strong sense of integrity and confidentiality	Willingness to participate in school extra-curricular activities.
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DISCLOSURE OF CRIMINAL BACKGROUND

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified areas as 'regulated activity'.

In the event that you are recommended for appointment to a post that involves 'regulated activity', the school will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you will be expected to meet the cost of an Enhanced Disclosure Certificate, current cost is £33. Details of how to make payment will be sent to you at the pre-employment stage.

Further information can be accessed on www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks or www.justice-ni.gov.uk/articles/about-accessni.

The application form, together with the Job Description can be obtained from our Loreto College website, under the Information section of the menu or collected from the School Main Office.

Applications must be submitted by 5pm on Friday 3rd October 2025.