



Job Description and Person Specification

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	School Coffee/Retail Shop Worker & Catering Support
Summary of the role:	<p>You will be responsible for the day to day running of the retail beverage, confectionary and snack station (Sidcot Hub), delivering a high class of service to our school community whilst complying with government legislation and school policy.</p> <p>Provide key beverage hospitality to the schools' senior teams, parents and other stakeholders upon request in a professional and friendly manner.</p> <p>Training and supervising 6th form volunteer students in the outlet operations to ensure a safe working environment for their assistance and development.</p> <p>This role is customer facing and is at the forefront of the Catering & Hospitality departments operations, providing a key service offer to our customer.</p> <p>Assist with catering support when the coffee/tuck shop is not open or in times when the school has no commercial activities.</p>
Line management responsibility for:	N/A
Safeguarding requirements:	<ul style="list-style-type: none"> Engage in regulated activity relevant to children Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Main duties and responsibilities:	<ul style="list-style-type: none"> Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. To prepare the Sidcot Hub in readiness for opening hours and ensure service area and common rooms are cleared and cleaned before opening and closing the premises as well as during the course of the day. To ensure high levels of food hygiene and health and safety are complied with at all times in accordance with



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	<p>government legislation and school policies.</p> <ul style="list-style-type: none">• To handle cash, payment card machines and the schools Electronic Point of Sale (EPOS) till. Cashing up on a daily basis and securing the cash register and Sidcot Hub at all times.• To provide hot and cold beverages, light snacks and confectionary as requested in accordance with the stock levels available.• To maintain a level of stock commensurate to the needs of the hub, working closely with the catering management in the ordering and rotation of new stock on a daily basis.• Work closely with your line manager to develop working practices and retail offers for the schools' customers and provide key supervision to the 6th form volunteer helpers.• To provide catering support during periods when the hub is closed under the direction of the catering management. This includes, but is not limited to, lunchtime serving of food, and kitchen cleaning operations.• To act in support of a busy catering and hospitality department, performing a wide variety of general catering functions in collaboration with other members of the department.• Responsible for ensuring all snacks are prepared, cooked and served in accordance with current legislation whilst working both independently and within a team environment.• Carry out cleaning duties commensurate to your trade and the cleaning schedules provided and adopt the schools 'Clean as you go' ethos.• To ensure that all equipment is operated in accordance with manufacturers guidelines and report any maintenance or failure issues to your superiors.• Take part in regular training periods and meetings to improve personal and professional development.• Complete other tasks commensurate to your trade and skill level as directed by the catering management team.• The safe and economical use of chemicals in conjunction with COSHH Regulations and safety data sheets as well as the ability to maintain stock levels, store correctly and restock when required.
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Sidcot

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Line management duties and responsibilities	<ul style="list-style-type: none">• Supervision of 6th form volunteer students when assisting in the Sidcot Hub.
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You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.



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Person Specification			
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Basic food hygiene certificate. 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • Barista trained. • Retail and EPOS till experience advantageous. • Higher Food safety or Health & Safety certificate. 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Coffee shop /retail environment. • EPOS till systems. 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of working in a school and supervising young workers. • Working in a catering environment. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Time management. • Team player. • The ability to stay calm in an emergency. • A reliable, confident and adaptable person. 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Common sense. • The ability to prioritise tasks. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Health & Safety awareness. • Food safety awareness. 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • COSHH Awareness. • Manual handling awareness. • Knowledge of food trends and innovations. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • supportive of the Quaker ethos and principles • emotional resilience in working with challenging behaviours (if applicable to role) • positive attitude to use of authority and maintaining discipline (if applicable to role) • Good communicator 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A ‘Can do’ attitude. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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