

Sacred Heart of Mary Girls' School  
St Mary's Lane  
Upminster  
ESSEX RM14 2QR

**Tel: 01708 222660**

Website: [www.sacredheartofmary.net](http://www.sacredheartofmary.net)

E- mail: [admin@mary.havering.sch.uk](mailto:admin@mary.havering.sch.uk)

Headteacher: Ms V Qurrey, MA

**Relief General Kitchen Assistant**

APTC Scale 1 Point 1 – 3 (£11.01 to £11.40 per hour)

Required as soon as possible to work on a relief basis in the first instance. Normally 10.00 hours per week, Monday-Friday 12.15 p.m. – 2.15 p.m.

Current Food Hygiene Certificate preferred but not essential. Food handling experience preferred.

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and the successful applicants will be expected to undertake an enhanced disclosure.

Please refer to the 'Job Vacancies' section of the school website for a Support Staff application form and further details can be provided by contacting the Catering Manager, Sharon Flynn, [sflynn@mary.havering.sch.uk](mailto:sflynn@mary.havering.sch.uk).

Closing date Friday 13<sup>th</sup> May 2022

# SACRED HEART OF MARY GIRLS' SCHOOL

## SCHOOL SUPPORT STAFF APPLICATION



Position applied for: \_\_\_\_\_

**Please complete in black**

<b>Personal Details – Please use Block Capitals</b>		
<b>Preferred Title</b> (e.g. Mr, Mrs, Miss, Ms)	<b>First Name(s):</b>	<b>Surname:</b>
		<b>Previous Surname (if appropriate):</b>
<b>Address (including post code):</b>		
<b>Daytime telephone no.:</b>	<b>Evening/weekend/mobile e-telephone no.</b>	<b>mail address:</b>
<b>Date of Birth:</b>	<b>NI Number:</b>	
<b>Are you legally entitled to work in the UK?</b> YES/NO	<b>Are you required to hold a work permit?</b> YES/NO	
<b>The Asylum and Immigration Act 1996 requires us to seek proof of your right to work in the UK. If you are invited for an interview and are successful you will need to provide the relevant documentation.</b>		

<b>Present/Most Recent Employer</b>	
<b>Name and Address of present/most recent employer:</b>	<b>Date of appointment:</b>
<b>Notice required to terminate present employment:</b>	<b>Salary and Grade:</b>
<b>Details of present post, including main duties and responsibilities:</b>	

<b>Reason for leaving:</b>	
<b>Are you unemployed?</b>	<b>YES/NO</b>

<b>Details of Previous Employment</b>				
<b>Name of employer</b>	<b>Details and nature of work</b>	<b>From</b>	<b>To</b>	<b>Reason for leaving</b>

Please give details of any gaps in employment and reasons why.

<b>Secondary &amp; Further and Higher Education</b>			
<b>Name of School/FE College/ University</b>	<b>Dates</b> From:                      To:	<b>Qualification(s)</b>	<b>Subjects and grades</b>

<b>Disclosure of Criminal Convictions</b>
<p>This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Failure to disclose all criminal convictions and cautions, including those classified as spent under the provisions of the Act may result in dismissal or disciplinary action by the Council.</p> <p>If you have ever been convicted of a criminal offence or cautioned, please give details (offence, date and sentence imposed).</p>

<b>Referees</b>
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# Sacred Heart of Mary Girls' School



Headteacher: Mrs K O'Neill M.A.

St. Mary's Lane, Upminster, Essex RM14 2QR  
Tel: 01708 222660 Fax: 01708 226686

Web: [www.sacredheartofmary.net](http://www.sacredheartofmary.net)  
Email: [admin@mary.havering.sch.uk](mailto:admin@mary.havering.sch.uk)

## **RELIEF GENERAL KITCHEN ASSISTANT**

From 1 September 1999, the School's own catering company, Sacred Heart of Mary Catering Services, took over the running of the School Kitchen.

This post is offered on a relief basis.

Applicants must be hard-working, flexible, cheerful and able to contribute to a well-motivated and successful team. Previous food handling/catering experience is required. A food hygiene certificate would be an advantage, but not essential.

The normal requirement would be five days a week, 10 hours per week, 12.15pm – 2.15pm, working a four-week rota which entails runner, tills, washing up and serving two duties (please see attached lists).

# SERVER 1

1. Serve food and take requests for orders and let runner know.
2. After service clear both fridge cabinets, sort out and store cakes/sandwiches etc. in kitchen.
3. Clean hot cabinets, including pasta machine, and fridge cabinets **MONDAY** to **THURSDAY**.
4. On **FRIDAYS** strip down hot cabinets, including pasta machine and fridge cabinets. Take in to be washed up.
5. Lock up all drink fridges **DAILY**.

# SERVER 2

## 12:15pm

On **THURSDAYS** sweep and scrub store room floor through to small prep area.

## 12:45pm

Assist **SERVER 1** with serving and dishing up pasta bar etc.

## 1:15pm (approx.)

1. Put washing up away.
2. After service, bring in any leftover hot food.
3. Sweep serving area.

4. Take out rubbish.

## Tills

### 12:30pm

1. Where appropriate, bring out sandwiches and/or salads etc.
2. Take and record temperature of cold items i.e. sandwiches, rolls and wraps.

### 12:45pm

1. Operate till until 1:25pm (approx.) 2.

Clean and stack tables in both halls.

3. Sweep both halls.
4. Replenish sauces and cutlery.

## Washing up

### 12:30pm

1. Start washing up.
2. Can opener to be cleaned **DAILY**.
3. Ovens to be wiped over inside and out **DAILY**.
4. Shelves under sink to be cleaned **DAILY**.
5. Clean both sinks **DAILY**.
6. Bins wiped **DAILY**.

7. Cloths and hot cloths etc. to be washed in washing machine before going home **DAILY**.
8. Oven shelves to be washed either **WEDNESDAY** or **THURSDAY**.
9. Clean glove basket every **FRIDAY**.
10. Clean top of Rational oven every **FRIDAY**.
11. All bins to be washed thoroughly every **FRIDAY**.

## Runner

### 12:30pm

Make sure all equipment is ready for service.

### 12:45pm

1. Prepare requested food during service.
2. Make sure there is enough lettuce, tomatoes, cucumber, tuna and chicken etc. prepared for the **NEXT MORNING**.
3. After service, clear away work stations, wiping all surfaces, including microwave (inside and out).
4. Take out bread and Paninis for the **NEXT DAY**.
5. Ensure trolleys are clean including those in store room.
6. Wipe bottom of fridges **DAILY** and clean thoroughly on **FRIDAY**.
7. Fridge seals and windowsills to be cleaned on **FRIDAY**.

8. Kitchen floor to be swept and mopped **MONDAY**, **WEDNESDAY** and **FRIDAY**. Kitchen floor swept and scrubbed **TUESDAY**.
9. On **THURSDAY**, kitchen counters to be pulled out and scrubbed behind. Then floor swept and scrubbed.
10. Check fridges and freezers are closed before you leave.