



BORDESLEY MULTI ACADEMY TRUST

APPRENTICESHIP - CATERING AND HOSPITALITY

To provide support and learn the processes in delivering catering for whole school including students and staff and hospitality for visitors to the school.

This is a fast moving busy working environment so any candidate should be prepared to be busy and hardworking.

Working Week (Days and Hours)	Monday – Friday, (35 hours per week)
Weekly Wage	£4.85 per hour
Vacancy Type	Temporary, term time only
Expected Duration	12 – 15 months

MAIN DUTIES AND RESPONSIBILITIES

1. To undertake a development programme leading to a National Vocational Qualification as part of an apprenticeship
2. To actively participate in their own development plan which will be agreed with the line manager and the assessor from the training provider
3. To take part in meetings, supervision, training as requested by the line manager
4. As directed, undertake a work programme in the School Kitchen to develop practical skills and knowledge of food preparation and service (but not limited to):
 - Ensure full area of responsibility is clean, appropriately presented and stocked at all times
 - Understanding and assisting in the ordering of food and equipment
 - Become fully trained in the operation of relevant equipment reporting any maintenance issues in line with procedures
 - Operate the cashless till points as required throughout service, ensuring correct procedures are used
 - Ensure that COSHH, Food Safety and Health & Safety regulations are adhered to and any incidents are reported in line with procedures
 - Ad hoc duties to support the catering team

The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of duties or level of responsibility entailed.

The post holder will also have the opportunity of working in the school's Food Department as part of their 'off the job' training.

DESIRED SKILLS

- Good standard of spoken and written English
- Educated to at least good GCSE standard
- Good verbal communication skills

DESIRED PERSONAL QUALITIES

- Reliable and punctual
- Ability to follow spoken and written instructions
- Willingness and ability to respond positively to feedback and constructive criticism
- Sense of humour and positive can do attitude
- Enthusiastic, committed to the work involved and completing the apprenticeship qualification

DESIRED QUALIFICATIONS

- Good GCSE grades including English, Maths
- GCSE food qualification

To register interest in this apprenticeship, please complete the non-teaching application form and return to HR@trinityhigh.net