



Information for applicants for the position of General Assistant

Dear applicant

Thank you for the interest you have shown in the advertised position at Restaurant école Ltd

Restaurant école is a recognised leader in providing fresh food services for Primary schools; we are seeking an enthusiastic general assistant.

The position we are offering involves cleaning duties in a primary school for children aged from 3 to 11 years

As a director, I am very much an open person sharing my ideas and intentions with my team, and I welcome the views of others on how we are going to improve our services to schools.

Restaurant école is expanding rapidly. We are planning to support 600 schools nationally over the next 2 years, and expect to employ over 1800 staff. The role of General Assistant will involve working closely with the kitchen teams at the schools and developing their skills to further improve our fresh food service for the children.

I look forward to receiving your application.

Yours sincerely
Francois Nouaillat
Director of Restaurant école Ltd



Restaurant école philosophy

Restaurant école has been developed by a primary school Headteacher and a French chef, as a direct response to schools nationwide and parents who want healthy meals for their children at school.

A healthier alternative is vital because research shows that:

- Obesity amongst children is increasing.
- In a typical week one in five children eats no fruit at all.
- A healthy balanced diet has a significantly positive effect on children's behaviour and ultimately on their adult health and life expectancy.

Peter Kent, the Headteacher and Francois Nouaillat, the chef and a parent of two children attending the school, have worked closely with the governing body and have put in place a school meal service to be proud of.

The school meals now include.

- Fresh, rather than precooked 'convenience foods'.
- An increase in fresh fruit and vegetables.
- A reduction in additives and preservatives.

The change has been very much welcomed by parents and the number of children (and staff!) taking a school meal has increased.

Word has now spread! Other schools are asking how they too can make the change to a healthy diet for their children. However, there is a limit to the number of schools Francois can help directly.

So, how is it possible to bring the philosophy to other schools?

After months of discussion, the involvement of a nutritionist, a business director and advice from the vast number of catering experts with whom Francois has worked

..... Restaurant école Limited has been formed

The raison d'être is simple:

To provide fresh food every day.

Restaurant école ... making a difference!!

In setting up the company, we were keen to move away from most of the conventional structures of school catering suppliers. We see ourselves as educational suppliers rather than a catering company.



As well as having our own ideas and passions, we liaise with parents and schools to see what they want. In the absence of clear nutritional guidelines from the Government we are using the Caroline Walker Trust nutritional guidelines as a basis for food services as these are regarded as the guidelines with the highest expectations.

After carrying out school based trials and evaluation we have arrived at a service, which will provide: -

For Parents and children:

- 95% of foods served fresh, and where possible free range and organic.
- 39 preservatives, food enhancers, and colourings, banned from our meals.
- A gradual reduction in the levels of sugar and salt.
- Menus, checked weekly against Restaurant école's own nutritional standards.
- Menus, reflecting seasonal choices and range in the food market.
- Fresh seasonal snack vegetables, cut fruit, milk and freshly baked bread available on children's dining tables at every meal. Crisps and other related items are no longer provided.
- A food purchasing policy, which puts the highest importance on food quality rather than price.
- The use of local suppliers, wherever possible, to ensure food quality.

For Schools:

- A contract based on an agreed price of a school meal, with no "hidden clauses"
- Weekly support by our chef area manager to maintain menu quality and develop a strong relationship with the school.
- Menus specific to each school and which are developed in partnership between the head chef and the school.
- A commitment to Education for Healthy Eating. We welcome partnership projects with schools which encourage children's long term eating habits.

Changing and developing children's eating habits is a lengthy process. Each child is different and we use a variety of approaches to encourage these changes. We start from where they are now and move gently forward.

We want our children to know what constitutes a healthy balanced diet and to recognise quality food when they see it. We really believe with this approach we can have a significant effect on children's long-term health.



Conclusions

Restaurant école promotes policies to encourage healthy eating.

- There has been confusion about the development of national policies in this area and we are pleased to learn that central government is proposing to issue nutritional guidelines for school meals in September this year.
- However, we believe national policies also need to be developed regarding food quality and food education in schools. This should include developing children's understanding of healthy diet, range of food, and the ability to cook as a basic life skill.
- Restaurant école will work with each individual school to establish policies on all these issues.
- The package offered is at no financial risk to schools.

Restaurant école directors
Francois Nouaillat
David Buckle

Food for life
Campaigning for Local and fresh school meals & food education



JOB DESCRIPTION

Job Title: General Assistant

Salary/Hours: £4496.98 per annum for 38 weeks for 20.00 hrs per week

Reports to: Head cook of Restaurant école Ltd

A uniform will be provided by Restaurant école

A criminal record check will be carried out prior to being offered employment with Restaurant école Ltd

Summary of job purpose:

- To be responsible for a range of cleaning duties and setting up the dining room prior the lunch service.
- To support the catering team in the delivery of a quality catering service which meets the needs of the school and the operational standards, set out by the company.
- To meet all statutory and company requirements, whilst creating a professional, efficient, and cost effective service at all times.

Key tasks:

- Ensure that the catering service is of the highest standard in terms of cleanliness, working closely with the schools in achieving a quality service which the school & Restaurant école will be proud of.
- Ensure that all statutory and company requirements are met in terms of Food Safety, Hygiene and Health and Safety.
- To be aware of, positively promote, implement, maintain and review company procedures and processes as appropriate, raising any issues with the Head Cook at the first opportunity.
- Ensure that there is a focus on ensuring that a high level of pupil care is maintained, report comments and any remedial action taken; communicate with staff any changes to prevent occurrence of poor service or standards.
- To report on Health & Safety topics as part of the weekly staff meeting.
- Be prepared to attend occasional functions as they arise to facilitate a quality service to the clients and support the schools.
- Attend meeting and any Company training as required.
- Any other reasonable task requested by the line manager that is within your competence.

Personal Requirements:

All staff are required to:

- Show courtesy and respect to client(s) teachers and pupils at all times and ensure that any requests or comments received from them are actioned promptly and communicated to Restaurant école Head Cook.



- Respect the confidentiality of client(s) and their schools at all times and develop a good relationship.
- Be aware of, and at all times comply with, all relevant company policies and procedures and all relevant statutory responsibilities including Fire arrangements, Food Safety, Hygiene and Health and Safety issues including manual handling, COSHH regulations, maintaining records diligently and accurately as required.
- Positively participate in an atmosphere of learning and personal development, including the development and encouragement of interchangeable skills.
- Participate in, training sessions and staff meetings, as appropriate.
- Maintain good-working relations with all colleagues at all times.



Personal Specification for General Assistant

Essential requirements	Desirable requirements
Educational / Professional Qualifications:	
<ul style="list-style-type: none"> • Basic Food Hygiene Certificate. • Basic Health & Safety Certificate 	<ul style="list-style-type: none"> • Evidence of further education studies in related subjects. • First Aid course • Having a child /children attending a school of the future appointment. • Live locally to the school.
Experience	Desirable requirements
<ul style="list-style-type: none"> • Experience of an environment for young children from 3 to 11 years. • Experience of organising tasks, with time management constraint. 	<ul style="list-style-type: none"> • Background in contract catering management.
Physical Demands	Desirable requirements
<ul style="list-style-type: none"> • In good health. • Neat and tidy in appearance. 	
Character and personal attributes	Desirable requirements
<ul style="list-style-type: none"> • Behave in a courteous manner at all times towards clients, teachers and children. • Experience & ability to work well within a team. • Authentic interest in maintaining the quality of service that is the ethos of Restaurant école. • Organised, enthusiastic, committed and a very methodical approach. 	<ul style="list-style-type: none"> • To be interested in the involvement of outside activities including training sessions, functions and school meetings.



Catering Employees Questionnaire

To be completed by all applicants

Surname.....Forename.....

Date of birth.....

Address.....

Do you have, or have ever suffered from:			
Fainting attacks	YES/NO	Back Problems	YES/NO
Fits or Blackouts	YES/NO	Other muscle or joint Problems	YES/NO
Giddiness	YES/NO	Skin Problems	YES/NO
Mental illness	YES/NO	Diabetes	YES/NO
Recurring Headaches	YES/NO	Recurring Stomach Problems	YES/NO
Ear Trouble or deafness	YES/NO	Recurring Bowel Problem	
Eye Trouble or defective vision	YES/NO	Have you got any disabilities affecting:	
Corrected vision by glasses	YES/NO	Standing	YES/NO
Recurring chest disease	YES/NO	Walking	YES/NO
Asthma	YES/NO	Stair Climbing	YES/NO
Hay Fever	YES/NO	Lifting	YES/NO
Heart Trouble	YES/NO	Use of Hands	YES/NO
High Blood Pressure	YES/NO	Ability to work with Food	YES/NO
Varicose Vein Problem	YES/NO	Ability to work with Children	YES/NO
Food allergies	YES/NO	Chemical allergy	YES/NO
In the last 2 years have you been off work because of illness or injuries?			YES/NO
If yes, how many working days did you lose?			
Are you at present having any treatment or medicine prescribed by a doctor?			YES/NO
Have you now made a full recovery from your illness or injury?			YES/NO
Have you suffered with suspected food poisoning in the last 6 months?			YES/NO
If yes, a Doctor's Certificate will be required stating that you are fit to return and resume work in a food handling environment.			
Do you have, or have ever suffered from:			
Typhoid Fever	YES/NO	Paratyphoid Fever	YES/NO
At the moment are you suffering from?			
A nasal infection	YES/NO	A discharging ear	YES/NO



A cough with phlegm/sore throat	YES/NO	Acne boils	YES/NO
Diarrhoea	YES/NO	Styes, burns or septic fingers	YES/NO
Abdominal pain, or fever	YES/NO		
If yes, a Doctor's Certificate will be required stating that you are fit to return and resume work in a food handling environment.			
Have you got any of the following:			
A minimum food hygiene qualification	YES/NO	RIPHH First Certificate (Food Hygiene)	YES/NO
RIPHH Certificate (Food Hygiene)	YES/NO	RIPHH Diploma (Food Hygiene)	YES/NO
HAB 143 NVQ1 (Food Preparation and Cooking)	YES/NO	HAB 261 NVQ2 (Food Preparation and Cooking)	YES/NO
HAB 362 NVQ3 (Food Preparation and Cooking)	YES/NO	RHS Certificate (Health & Safety)	YES/NO
RIPHH Certificate (Nutrition and Health)	YES/NO	How old is your qualification?	YES/NO
Signature		Date	



Restaurant école Application form

Surname		Forenames	
Present Address			
House Name/ Number		Street Name	
Town		Postcode	
Telephone Number		Former Names (if applicable)	
Date of Birth			
Home Address (if different from above)			
House Name/ Number		Street Name	
Town		Postcode	
Telephone Number			
Education			
Secondary School Name and Dates attended	Address	Examinations Passed, Grades and Dates	
Work Experience (With current or most recent first)			
Employer Name and Dates of employment	Address	Details of post held	



Details of other training and courses attended over the last three years

Date(s)	Course title and institution providing training	Details of course

Qualifications gained (other than academic e.g. first aid, leadership, Camping qualification, Health & Safety course, QM Certificate Scout Course)

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Details of interests and hobbies etc

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Have you got any teaching experience?	YES/NO
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Do you have a current police check to work with children?	YES/NO
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Have you ever been reported for any criminal offences?	YES/NO
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Please state any convictions you have had for any offences:

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Statement in support of Application (may be submitted on separate sheet)



References			
Please enter the names and details of three referees – one of whom should be your present/most recent employer. Please indicate whether each referee can be contacted prior to an interview.			
Name and Position	Company	Address & Telephone Number	Can this referee be contacted PRIOR to an interview?
			YES/NO
			YES/NO
			YES/NO
When could you take up your duties if successful?			
Signature		Date	

To be returned to: John Garrod Human Resources Manager, Human Resource Department, Restaurant école Ltd, Arlington House, 98 Arlington Road, Southgate, London N14 5AT.