

## **JOB DESCRIPTION**

<b>Job Title:</b>	Catering Assistant
<b>Hours:</b>	Full or part time, Term time only
<b>Contract:</b>	Permanent
<b>Disclosure Level:</b>	Disclosure Barring Service – Enhanced Certificate
<b>Responsible to:</b>	Chef Manager
<b>Liaison with:</b>	Catering Team members, School Leaders/staff, Pupils/Students, Support Services Teams, External Stakeholders

### **Job Purpose:**

As catering assistant, you are responsible for producing & serving all menu items in an efficient and consistent manner while following company specifications and always adhering to Health & Food Safety requirements. You will need to ensure Trust policies, processes and procedures are followed at all times, ensure high quality service delivery is maintained at all times and work effectively with all internal and external stakeholders.

The role will be part of the Trust Central Services team and is based at a school site within the Trust. Occasional travel to another school may be required.

### **Main Duties and Responsibilities**

- To provide a positive friendly customer service for all pupils, staff and visitors using the facility.
- Ensuring you are always working towards all kitchen Standard Operating Procedures (SOP).
- To comply with all current Health & Safety and Food Hygiene Regulations ensuring all relevant documentation is completed in relation to the working routine or management guidance and that audits are successfully passed.
- Sets up and stocks food items and other necessary supplies.
- Prepares & cooks food items by using required methods such as grilling, frying, sautéing, and other cooking methods to specified recipes and standards.
- Maintain cleanliness and complies with food sanitation requirements by properly handling food and ensuring correct storage.
- To assist with all aspects of cleaning of the kitchen, equipment and other food service areas ensuring that all checklists are completed.
- Cleans and sanitises cooking surfaces frequently and in line with SOPs.
- Performs inventory checks and completes food storage logs. To assist in all aspects of stock control including stock takes and delivery monitoring.
- Facilitating special requests from pupils & staff if received
- Manage wastage through correct product measurement.

- Completing all training to timescales and looking for ways to develop your skills and experience.
- Arriving on time, in the correct uniform with a positive, can-do attitude!
- To assist in the smooth running of the food service to include assisting in the preparation, production & service of hot food, sandwiches, salads, baked goods and all other food served as part of the school's food offer.
- To assist in the production of food for special events, theme days and functions.
- Complete to the best of your ability all and any reasonable management requests.
- To take part in school training as and when requested.
- To attend any scheduled meetings with the purpose of encouraging two way dialogue with customers and superiors
- Ensure you comply with Health & Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others.

### **Conditions of Employment**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

### **Safeguarding and Data Protection**

Work within the requirements of Data Protection legislation at all times.

Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

### **Additional conditions**

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.

- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order  
<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

## Person Specification: Catering Assistant

Method of Assessment:      **AF – Application form**    **I – Interview**                      **T – Test**

CRITERIA		M.O.A.
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Fluent in English with good communication skills, both verbally and in writing</li> <li>• Experience of undertaking general tasks relevant to the post</li> <li>• Experience of working within Health and Safety requirements and knowledge and experience of safe working practices</li> </ul>	AF/I/T
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly, under pressure and to tight deadlines in line with the needs of the business while maintaining a positive attitude</li> <li>• Ability to comply with legislation and follow all rules and regulations, particularly with regard to uniform, personal hygiene and health and safety</li> <li>• The ability to use a computer and technology or a willingness to undertake training to become competent at using technology as required for aspects of the role</li> <li>• Customer-focussed, people-centred and an excellent team player with a can-do attitude</li> <li>• Ability to work with others as part of a school catering team and the wider Trust team</li> <li>• Self-motivated and able to use own initiative</li> </ul>	AF/I/T
<b>VALUES/BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>• Committed to and able to promote the aims of the school and the values of the school and the Trust</li> <li>• Willingness to share expertise, skills, and knowledge</li> <li>• Takes pride in their work, personal appearance and hygiene and strives to deliver above and beyond expectations of management and customers/clients</li> </ul>	AF/I
<b>CONTRA INDICATION</b>	<ul style="list-style-type: none"> <li>• Positive Disclosure relating to young people or vulnerable adults</li> </ul>	AF/I