

Job Description

Post Title:	Catering Assistant
Purpose:	To provide support in the preparation, cooking and serving of food and beverages plus related catering duties, including assisting at school events. To act as relief cook when required.
Reporting to:	Head Chef
Liaising with:	<u>Internal:</u> Head Chef, CED, teachers, support staff, students. <u>External:</u> Suppliers of goods and services, parents and Governors.
Working time:	Approx. 20hrs p/w
Salary/Grade:	£8.91/hour
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

- To assist with the smooth running of the kitchens across the school and assist at catering/community functions.
- To maintain high standards of cleanliness, safety and hygiene of the premises and equipment and work within the guidelines of the Health and Safety and Hygiene Regulations.
- To assist in the preparation, cooking and serving of food and beverages as directed by the Head Chef.
- To prepare dining areas to include moving and setting up tables and chairs, setting trolleys.
- To prepare the service area, hot cupboards and other equipment in the dining areas to ensure food is served efficiently and in a hygienic environment.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area.
- To clean on a daily basis all catering areas to standards laid down by the school as directed.
- To assist in cleaning up the dining areas, kitchens and catering equipment after the lunch periods, including cleaning and putting away tables and chairs, washing up, cleaning kitchen surfaces and kitchen equipment as required.
- To inform the Head Chef of any defects in equipment, suspect food or other concerns relating to Food Safety.
- To undertake any other duties appropriate to the grading of the post as required.

Other Specific Duties

- To remain and adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- Be responsible for your own continuing self-development, undertaking training as appropriate.
- To be aware and adhere to applicable rules, regulations, legislation and procedures eg the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

As a restorative organisation we:

- Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.

- Engage in continuous learning to further develop our communication and problem-solving skills.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of the preparation and cooking of simple food and beverages Experience of Serving customers at the counter/hatch or from a trolley or kiosk as required. Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. Basic level of education. Completion of DCSF Induction programme.
	Knowledge of relevant policies and procedures	General understanding of the operation of a school. Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
	Literacy	Basic reading and writing skills.
	Numeracy	Basic numeracy skills.
	Technology	Ability to use kitchen and cleaning equipment.
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly and positively, following our values with children and adults
	Languages	Seek support to overcome communication barriers with children and adults.
	Negotiating	Consult with colleagues.
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy.
	SEN	Understand and support the differences in children and adults and respond appropriately.
	Curriculum	Basic understanding of the learning experience provided by the school.
	Child Development	Basic understanding of the way in which children develop.
	Health & Well being	Understand the importance of physical and emotional wellbeing.
Working with others	Working with partners	Understand the role of others working in the school.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.
	Team work	Ability to work effectively with other adults.