

Job Description

Catering Assistant GMA1 PRA

Job Details	
Grade	Subject to Evaluation
Job Evaluation Number	TBC
Directorate	Children and Families
Division	Schools

1.0 Portfolio Responsibilities

This role provides support to the Catering Manager by assisting in the preparation, cooking and service of food in line with a daily schedule. It supports a high-quality catering service, ensuring full compliance with school policies, food hygiene standards and all relevant Health and Safety regulations.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Assisting with the preparation of food and drinks for pupils and staff, including basic cooking, in line with agreed menus and portion requirements

Cleaning, caring for and safely using kitchen equipment to maintain high standards of hygiene and safety

Preparing, setting up and clearing dining areas before and after service, including the safe movement of furniture, ensuring areas are ready for use and left clean and tidy

Serving meals and refreshments to pupils, staff and visitors

Cleaning the kitchen, dining areas and equipment throughout the shift, including washing up, sweeping and mopping

Checking deliveries on arrival and storing food and supplies correctly in accordance with food safety procedures, as required

Supporting school events and catering activities, such as occasional evening events, parents' evenings or tasting sessions, as required

Working in line with food hygiene standards and health and safety regulations to ensure a safe

environment for pupils and staff

Special Conditions

Is Safeguarding Check needed?

DBS Enhanced Children

Person Specification

Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Qualifications	AF/Q	Hold an appropriate Level 2 Food Hygiene qualification or equivalent demonstrable experience.
Experience	AF/I	Experience in food preparation, cleaning and serving duties or equivalent demonstrable experience.
Skills	I	Be able to speak an appropriate standard of spoken English - Part 7 of the Immigration Act (2016).
Skills	AF/I	Have good written and verbal communication skills for engaging with staff, pupils and visitors.
Other	I	Have a flexible and adaptable approach to supporting varied school operational needs, with the ability to work calmly under pressure.
Competency	AF/I	Be well organised, with the ability to complete assigned tasks efficiently.
Competency	AF/I	Be able to both work independently and work well as part of a team.
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to the role, including Food Hygiene and Health and Safety.
Training	AF/I	Demonstrate a commitment to undertaking

		ongoing training and professional learning.
--	--	---

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.