

Job Description

Post Title:	Catering Assistant
Location:	George Spencer Academy
Salary/Pay Range:	NJC03 (£13,077 actual salary per annum)
Hours of work:	22 hours per week, Permanent, Term Time only
Reporting to:	Academy Catering Manager

Purpose of Role

- To work in the Catering and food service areas under the control of The Spencer Academies Trust showing a welcoming, efficient and professional manner towards customers; employees and students
- Working with the Academy Catering Manager in the preparation, presentation, service and cleaning of the unit to the Trust standard and satisfaction

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Specific responsibilities include:

Catering Services

- Ensure that Trust and Statutory regulations, regarding hygiene, safety and cleanliness, are complied with in all tasks at all times.
- Comply with all the appropriate legal requirements in the kitchen.
- Assist, as directed, with all aspects of preparation, production and presentation of food.
- Assist with serving at Service Time.
- Undertake all aspects in cleaning equipment - walls (up to 6 ft), floors, fixtures and fittings, toilets, pots, pans, cutlery, crockery, glassware etc. To be completed daily to the Trust standard according to the cleaning rota or as directed.
- Comply with the rotas set by the Catering Manager and rotate jobs on a termly basis.
- Assist in loading service counters, as directed, and to ensure sufficient supplies.
- Ensure a high standard of personal and general cleanliness and hygiene to comply with Trust and statutory regulations.
- Assist with vending filling, cleaning and emptying cash boxes.
- Ensure tables are left clean (tables are at child level).

- Operate cashless catering systems.
- Maintain catering records to the Trust standards.
- Work as a team and to ensure a responsible attitude towards other employees.
- Record food temperatures as per Trust standards.
- Work as directed by the Catering Manager and Kitchen Supervisor.
- Transport food or goods to any building on site.

Irregular Duties

- Assist at functions some of which may occasionally occur outside normal working hours.
- Work in other Trust academies if needed.
- Report and where possible take action for any customer complaints or compliments.
- Report immediately any incidents of - accident, fire, theft, loss, damage, unfit food or other irregularities.
- Attend meetings and training courses as may be necessary from time to time.
- Attend to any other reasonable requests by management.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

	Essential	Desirable
Qualifications and experience		
Valid Food Hygiene qualification preferred but not essential. Experience of working in a busy kitchen environment Previous experience in an educational environment Ability to follow Codes of Practice. (Please refer to the Health & Safety and Hygiene Practices). Ability to use general catering equipment safely and correctly Ability to deliver high standards of customer service		
Knowledge and skills		
Ability to work collaboratively with others Ability to work within school based systems and specified timelines Knowledge of current food legislation in regards to food hygiene and health and safety in the workplace. Able to prepare, cook and present food to meet quality, cost and food and health and safety standards. Experience of preparing, cooking and serving of food within a large catering operation. (e.g. school, factory or large restaurant). Ability to plan and organise own workload within the kitchen and provide support to the team as required.		
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality Initiative and ability to prioritise own work and that of others to meet deadlines Efficient and meticulous in organisation Able to follow direction and work in collaboration with the leadership team Able to work flexibly, adopt a hands-on approach and respond to unplanned situations Ability to evaluate own development needs and those of others and to address them Commitment to the highest standards of child protection and safeguarding Recognition of the importance of personal responsibility for health and safety Commitment to the Trust's ethos, aims and whole community.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	