

Catering Assistant – Job Description

Reporting to: Catering manager

Band/ Scale: Band 1, Scale Point 3

Hours of Work: 37.5 hours per week, term time only

Core purpose

To prepare the food (where necessary), cook and serve the meals in the dining hall. To clear away after the meals and maintain a high standard of cleanliness in the kitchen.

Duties and Responsibilities

Food preparation

- Assist in the preparation, cooking and presentation of food.
- Prepare all food items within agreed cooking methods and portion controls.
- Implement and maintain the school's food standards, and work with the other staff to ensure a high standard of food is served.
- Ensure the food safety of pupils with particular and special diets.
- Follow instructions as given by the catering manager.

Health and safety

- Ensure correct use of materials and equipment and ensure walking areas are kept clean and tidy.
- Maintain highest levels of cleanliness and hygiene within the kitchen area and ensure that the cleaning schedule is completed daily.
- Carry out a deep clean as directed by the catering manager.
- Ensure compliance with the School's Health & Safety policy, COSHH regulations and all statutory health and safety requirements, and ensure that these are observed by all members of staff and visitors.
- Report immediately any machinery faults to the Business Manager.
- Co-operate on all issues relating to health, safety and welfare.
- Maintain a high standard of personal cleanliness and hygiene.

Food Service

- Serve staff, pupils and visitors at service time to the required standard and promote a warm, friendly atmosphere.
- Serve food to pupils in required portions.
- Set up function/meeting rooms, prepare beverages and buffets, clear and wash up as required.



- Operate the cashless till during the working day as required, recording transactions and checking free school meal entitlements

General

- Undertake such other work as may be requested by the catering manager up to or at a level consistent with the principal duties and responsibilities of the role.
- The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

| CATEGORY/ITEM | ESSENTIAL | DESIRABLE | EVIDENCE |
|--|----------------------------|----------------------|------------------------------------|
| <p>Experience Experience of working with members of the public including young people in the 11 - 18 age range Experience of completing cleaning tasks/good housekeeping</p> | <p>✓ ✓</p> | | <p>ARI ARI</p> |
| <p>Education and Training Good literacy and numeracy skills gained from general education or equivalent experience Willingness to undertake training</p> | <p>✓ ✓</p> | | <p>ARI AI</p> |
| <p>Knowledge An awareness of children with special educational needs (dietary/emotional/physical) An awareness of pupils on special restricted diets for medical reasons An awareness of safeguarding practices</p> | | <p>✓ ✓ ✓</p> | <p>AI AI AI</p> |
| <p>Skills/Aptitudes Good organisational skills Teamwork Flexibility/adaptability Good communication skills</p> | <p>✓ ✓ ✓ ✓</p> | | <p>ARI ARI ARI ARI</p> |
| <p>Suitability to work with children Enhanced DBS</p> | <p>✓</p> | | <p>ARI</p> |