

<b>Post Title</b>	<b>Catering Assistant</b>
<b>Post Ref No.</b>	
<b>Responsible To</b>	Catering Manager
<b>Grade</b>	2

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To work as part of a team on the preparation and service of nutritious, balanced meals to students and staff.</li> <li>To assist with the cleaning of premises and equipment in accordance with food hygiene and health and safety regulations.</li> </ul>
<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>To prepare dining areas for service, which may include moving and/or setting up furniture, setting up trolleys and the cleaning and dismantling of these as required after service.</li> <li>To prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of the food.</li> <li>To safely transport food and drinks by hand or trolley as needed.</li> <li>To help label all pre-packaged food.</li> <li>To assist in the preparation and serving of food and drinks following food safety guidelines.</li> <li>Ensure effective portion control to minimise wastage.</li> <li>Operate tills as required.</li> <li>To wash by hand larger catering equipment and use a dishwasher for cutlery, crockery, serving and food prep utensils.</li> <li>To clean on a daily basis all catering areas to an agreed standard.</li> <li>Monitor stock and help put away deliveries ensuring stock rotation.</li> <li>Any duties as required to ensure the dining area and kitchen is in a clean, hygienic and safe condition, and that the food service is effective and efficient.</li> <li>To complete on and off-site training as required by the school.</li> </ul>
<b>Support for the Academy</b>	<ul style="list-style-type: none"> <li>Work within your training and scope to ensure that CET remains compliant whilst dealing with first aid incidents</li> <li>Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>Contribute to the overall ethos/work/aims of the school</li> <li>Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students</li> <li>Participate in training and other learning activities as required</li> <li>Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• Attend Staff Briefings, inset events, Staff Meetings etc where appropriate</li> <li>• Keep up to date and carry out training (as necessary) to ensure compliance with all academy policies and procedures especially those relating to Child Protection, Health and Safety, security and confidentiality.</li> <li>• Participate in appraisal as required</li> <li>• Other duties as required in support of the academy within the scope of this post.</li> </ul>
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<b>ADDITIONAL INFORMATION</b>	<ul style="list-style-type: none"> <li>• To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection.</li> <li>• Participate in training, other learning activities and appraisal as required.</li> <li>• Recognise own strengths and areas of expertise and use those to advise and support others.</li> <li>• It is the practice of the Trust to periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trusts aim to reach agreement on any alterations. If this is not possible we reserves the right to insist on changes to job descriptions after consultation.</li> </ul>
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> <li>• It is the responsibility of all adults employed by CET to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned, or contracted to work with children or young people.</li> <li>• Applicants for all posts must be willing to undergo safeguarding and DBS screening appropriate to the post.</li> </ul>

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Basic Food Hygiene certificate or willingness to train to achieve this</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised qualification/s in Cookery Catering, Hospitality or similar</li> </ul>
Experience & Skills	<ul style="list-style-type: none"> <li>• Experience of relating well to a wide variety of people</li> <li>• Knowledge of basic food preparation procedures</li> <li>• Knowledge of basic cleaning procedures</li> <li>• Ability to work quickly and efficiently</li> <li>• A positive can-do attitude</li> <li>• Ability to work as part of a team</li> <li>• Ability to use initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school kitchen or similar environment</li> <li>• Experience of working with Secondary school aged children</li> <li>• Basic Health and Safety knowledge</li> <li>• Basic moving and handling knowledge</li> <li>• Use of catering preparation equipment</li> </ul>

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