

Catering Assistant Job Description

Reporting to: Catering Manager
Salary Scale: NJC Grade E2 Point 2 - 3

Main Purpose:

The Catering Assistant will be responsible for:

- Assisting in the provision of an efficient and effective catering service in accordance to healthy eating and DFE guidance.
- Assisting in the preparation, cooking, presentation and serving of meals and snacks.
- Ensuring that food hygiene and health and safety regulations are in place and adhered to including the completion and recording of necessary checks.

Duties and responsibilities:

Operational

- Maintain good relationships with all staff, students, visitors, suppliers and contractors.
- Check and put away deliveries as required ensuring food delivered is handled and stored correctly, including the rotation of stock.
- Carry out cleaning and maintenance tasks within catering and dining areas to ensure a clean, safe and workable environment at all times.
- Wash all kitchen utensils and equipment and put them away appropriately.
- Maintain a high standard of food and kitchen hygiene.
- Carry out and record details of equipment and appliance checks as required.
- Carry out and record temperature testing as required.
- Report any faults with equipment and appliances to the Catering Manager.
- Prepare the dining area prior to and after service, including the moving and/or setting up of furniture, trolleys and equipment.
- Inform the Catering Manager of stock levels and requirements.
- Assist in the preparation and cooking of food to the highest standard.
- Serve all food and beverages during service times, having due regard at all times to quality control and quantity.
- Provide a good standard of customer service to all users of the catering area.
- Maintain the hygiene and presentation of the dining area for students and staff.
- Carry out special catering function work as required.

Administrative/Financial

- Complete administrative duties to the required level of accuracy.
- Act as a cashier and take the correct payment for food and/or beverages purchased.
- Assist in stock take and procurement procedures as required.

General

- Keep up to date as required with catering, food hygiene and health and safety regulations.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.
- Support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- Uphold the school's policy in respect of child protection and safeguarding matters.
- The postholder shall be subject to all relevant statutory and institutional requirements.
- The postholder may be required to perform any other reasonable tasks after consultation.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.
- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.

Employee Name:

Signature:..... **Date:**.....

..... **Date:**.....

Signed On behalf of Rainham Mark Education Trust

Person specification

CRITERIA	QUALITIES	
	Essential	Desirable
Qualifications and Experience:	• Educated to at least GCSE grade C standard or equivalent in English and mathematics. • Experience of working in a catering environment.	• Further education qualification(s) in relevant field. • Experience of working in a school or similar establishment. • Experience of cooking and catering. • First aid qualification or willingness to gain one. • Level 2 Food Hygiene Certificate
Knowledge and Skills:	• Ability to build and form good relationships with students and colleagues. • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals. • Able to work as part of a team. • Good standard of numeracy and literacy skills.	• Knowledge of the importance of health and safety and food hygiene in a catering environment. • Ability to cater for specific individual needs. • Effective IT skills. • Administrative skills.
Personal Qualities:	• Able to work flexibly to meet deadlines and respond to unplanned situations. • Initiative and ability to prioritise own work. • Enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of safeguarding children. • Recognition of the importance of personal responsibility for health and safety • Commitment to the school's ethos and aims.	