

Polden Bower School and Avalon Federation

JOB DESCRIPTION

Name:	
Grade:	16 Salary Range:
Job Title:	Catering Assistant
Reports To:	Chef
Main Purpose of Job: <i>Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.</i>	
To assist in the preparation, serving, and cleaning associated with the provision of school meals, ensuring a high standard of hygiene and food safety is maintained at all times.	
Main Responsibilities and Duties: <i>What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.</i>	% of Time
<ul style="list-style-type: none"> • Assist with the preparation and cooking of food in accordance with menu plans and dietary requirements under the direction of our Chef. • Serve meals in a polite and friendly manner, ensuring portion control and presentation standards • Clean kitchen equipment, utensils, and surfaces to maintain a hygienic work environment • Support with the setting up and clearing away of the dining area before and after service • Operate kitchen equipment in line with safety and hygiene regulations • Assist with receiving and storing deliveries correctly • Ensure compliance with health and safety, food hygiene, and allergy procedures • Work collaboratively with other members of the catering team and school staff • Support catering provision across other schools in the federation & partnership. • Operate a safe working environment at all times. • Complete and have regard to COSHH regulations • Maintain storage in a tidy and safe condition ensuring the contents of all chemicals are clearly marked and stored according to specific instructions. • Ensure reporting of faults and breakages in line with schools reporting system. 	

<ul style="list-style-type: none"> • Respond to spillages and cleaning issues as required • Deliver & serve meals at any one of the school sites as and when required 	
<p>Facts and Figures: Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed.</p>	
<ul style="list-style-type: none"> • Use of catering & some cleaning machinery safely and in line with specific operating instructions and training. 	
<p>SUPPORTING PROCESSES</p>	
<p>Problem Solving and Creativity: Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?</p>	
<ul style="list-style-type: none"> • The postholder will work to deadlines within established routines. • The postholder will be able to work reactively where needed. • The postholder will be flexible and responsive to the needs of the school. 	
<p>Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.</p>	
<ul style="list-style-type: none"> • The postholder will refer any concerns of difficulties to the line manager. • The postholder will work as part of a team to ensure the safety of children and young people is held in the highest regard. • The postholder will use the school's reporting system to report faults, breakages as they arise. 	
<p>Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.</p>	
<ul style="list-style-type: none"> • Continuously on feet, physical work – sometimes using potential hazardous materials. 	
<p>Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.</p>	
<ul style="list-style-type: none"> • The postholder will have regular contact with children and young people. • The postholder will have regular contact with staff, visitors and contractors to the school • The postholder will work closely with the catering team and other cleaners as part of the Housekeeping team. 	
<p>Additional Information: Anything else which is relevant to the job which is not adequately covered elsewhere.</p>	
<p>There will be an expectation that the postholder will work across the school sites for both Polden Bower school and The Bridge School as required.</p>	

Knowledge, Skills and Experience: (To be completed by the Line Manager) *The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.*

- Experience of working in a school kitchen or similar and hygiene would be an advantage
- Understanding implications and COSHH regulations and working practices
- To be able to work as part of a team
- To be able to work on own initiative
- To be able to follow the school's policies and procedures

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Employee: Date:

Line Manger: Date: