



# Job Description

## Catering

### Grade 2-4

*This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.*

*Open Thinking Partnership is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.*

<b>Job Purpose</b>	<p>To provide support in the preparation, cooking and serving of food and beverages plus related kitchen/catering duties. Working under direction within prescribed OTP or school systems</p>
<b>Culture &amp; Values</b>	<p>To ensure high quality catering facilities are in place to support teams across the school, securing safe, positive outcomes for children and young people.</p>
<b>Vision in Action</b>	<p>To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.</p> <p>To prepare the service area, hot cupboards and other equipment in the dining centre for the efficient and effective service of the meal.</p> <p>To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining centre.</p> <p>To clean on a daily basis all catering areas to standards laid down by the Catering Manager and Health and Safety guidelines</p> <p>To support in preparation and serving of food, depending on grade</p> <p>To undergo on and off the job training sessions as required by management.</p>
<b>Accessibility and compliance of Catering Facilities</b>	<p>Ensure identified priorities are acted upon effectively in line with legislation and school plans.</p> <p>Work to contribute to consistent and robust risk assessment enabling the catering facilities of the school to function effectively and efficiently</p> <p>Work with direction to ensure the catering kitchen is of high quality and conducive to supporting learning</p> <p>To inform the immediate supervisor or line manager of any defects in light equipment.</p> <p>To inform the immediate supervisor or line manager of any defects in heavy equipment or of any premises not meeting Health and Safety and/or Food Hygiene Regulation Standards.</p>
<b>Teams</b>	<p>To provide an exemplary role model of practice, policy and procedures within the defined areas of responsibility within catering</p> <p>Contribute to a positive Catering team ethos.</p>
<b>Community</b>	<p>Contribute to effective partnerships with all stakeholders including the local area communities</p> <p>Ensuring an effective inclusive learning environment with equality of opportunity for all</p>

<b>To whom the postholder reports to</b>	The postholder is responsible to: <ul style="list-style-type: none"> <li>● The Headteacher in all matters</li> <li>● Their identified line manager and member of the wider leadership team</li> </ul>
<b>Generic duties and responsibilities</b>	<p>Everyone is responsible for safeguarding children and young people to the highest standard including supporting and meeting their medical needs.</p> <p>To perform other related duties as required ensuring the dining area and the kitchen is in a clean and hygienic condition and that the food service is effective and efficient.</p> <p>To undertake any other duties (within the scope and grade of the post) as required for effective operation of the Service.</p> <p>Everyone is responsible for ensuring they follow and comply with OTP and school policy and procedures at all times.</p>