

## Job Description

<b>Job Title</b>	Catering Assistant
<b>Grade</b>	A/B
<b>Responsible To</b>	School Cook / Catering Manager
<b>Staff Managed</b>	None
<b>Job Family</b>	Catering
<b>Job Purpose</b>	The core focus of this job is to assist the Cooks in delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as basic food preparation, setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room.
<b>Job Context</b>	<p>Works within the school kitchen and dining room, where the post holder will be subject to some disagreeable working conditions e.g. heat, noise &amp; smells. However, protective clothing will be provided e.g. apron</p> <p>The post holder is not carrying out arithmetic calculations.</p>
<b>Accountabilities / Main Responsibilities</b>	
<b>Key strategic elements of the job</b>	<ul style="list-style-type: none"> <li>• Carry out basic food preparation tasks, for example, weighing-up food, preparing fruit and vegetables, making sauces and removing items from ovens.</li> <li>• Refill and replace sauces, condiments and other consumables</li> <li>• Putting out dining tables and chairs before service and cleaning them before putting away into storage after service</li> <li>• Serving food and beverages to pupils and staff</li> <li>• Tidying up the kitchen and dining room and carrying out cleaning and washing up duties</li> <li>• Sweeping and mopping floors</li> <li>• Removing waste and rubbish to the designated area</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicates with children and young people at service times, to ascertain their needs and support them in developing good dietary habits</li> <li>• Listen actively and respond to the concerns of children and young people</li> <li>• Oral communication with the Cook and other colleagues in relation to carrying out duties and reporting of potential hazards in the kitchen.</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• Assist the Cook and other kitchen staff in the careful use and maintenance of equipment including reporting faults to the Cook etc.</li> <li>• Use efficiently services such as gas, electricity and water</li> </ul>
<b>Skills Development</b>	<ul style="list-style-type: none"> <li>• Attend training courses as required including Food Hygiene and Health &amp; Safety</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Carry out all work in accordance with the policies and procedures included in: <ul style="list-style-type: none"> <li>○ The Food Safety Management System</li> <li>○ The COSHH Manual</li> <li>○ The Risk Assessment Manual</li> <li>○ Other relevant Trust policies and procedures</li> </ul> </li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>

<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>• Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>• Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

### Person Specification

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<b>Responsible To</b>	School Cook / Catering Manager	
<b>Staff Managed</b>	None	
<b>Job Family</b>	Catering	
<b>Essential</b>		<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>Basic knowledge and appreciation of the need for a caring approach with children with regard to the importance of healthy eating</li> <li>Knowledge and understanding the importance of good personal hygiene and cleanliness in relation to food preparation and storage'</li> </ul>		
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience of undertaking basic kitchen tasks</li> </ul>		<ul style="list-style-type: none"> <li>Experience of working in a catering establishment carrying out basic catering</li> </ul>
<b>Occupational Skills</b>		
<ul style="list-style-type: none"> <li>The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties</li> <li>Be reliable, dependable and have a smart and tidy appearance</li> <li>Be able to work as part of a team</li> <li>Good interpersonal communication skills</li> </ul>		
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>Willingness to undertake necessary training e.g. food hygiene</li> </ul>		<ul style="list-style-type: none"> <li>Level 1 Food Hygiene Certificate</li> <li>Appropriate first aid training (<i>dependant on the school's needs</i>)</li> </ul>
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>Enhanced DBS clearance</li> </ul>		