

## ROLE PROFILE

### #RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



[www.rklt.co.uk/careers](http://www.rklt.co.uk/careers)



\*In our Trust we will consider requests for **flexible working** at the recruitment stage. For many roles some flexibility is possible. We can't promise to give you exactly what you want, but we do promise to have an open discussion and give careful consideration to your preferences.

<b>Job Title:</b>	Catering Assistant	<b>School:</b>	Crawshaw Academy
<b>Salary Grade:</b>	Band A1 SCP 2	<b>Working Hours:</b>	20 Hours
<b>Contract Type:</b>	Permanent	<b>Location:</b>	Leeds

### Responsible to: Headteacher

**Role summary:** To assist in delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out basic food preparation, setting out, putting away dining furniture, serving meals, washing up and cleaning the kitchen and dining areas. You'll play an important role in creating a positive dining experience for students and staff, ensuring the provision of a high-quality catering service.

### Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

### Role specific responsibilities:

- Be a positive role model to colleagues through professionalism, presentation, and hard work.
- Assist in the preparation of all food items and help ensure high standards of food presentation and cleanliness.
- Control food wastage and maintain high levels of personal hygiene.
- Ensure the dining area is clean, well-organised, and presentable at all times.
- Clean dining areas, the kitchen, and equipment after service to uphold excellent hygiene standards.
- Provide courteous, efficient, and friendly service to students, staff, and visitors, supporting the overall goals of the school's catering service.
- Maintain strong awareness of, and comply with, all Health & Safety rules and procedures.
- Stay up to date with current food trends and apply this knowledge where appropriate.
- Work collaboratively as part of a team, following instructions from senior catering staff and contributing positively to the success of the service.
- Be willing to work flexibly to meet the needs of the school.



- Engage positively with the school's Continuous Professional Development programme and appraisal processes.
- Participate in internal and external networks that support continuous improvement.
- Set out and remove dining furniture as required.
- Adhere to all school policies and procedures, particularly those relating to safeguarding, child protection, and data protection.
- Operate the thumbprint cashless system during service.
- Participate in relevant training and development courses as required.

**All colleagues**, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

### **RK People responsibilities:**

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

## Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



### Our Trust Values



**Collaboration**  
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



**Integrity**  
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



**Respect**  
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

### Our Trust Goals



**We champion learning**  
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



**We promote wellbeing**  
Ensuring the wellbeing of every child and member of staff in our Trust.



**We invest in our people**  
Supporting every member of staff throughout their career to be the best that they can be.



**We innovate with technology**  
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



**We are our Trust**  
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.



PEOPLE PROFILE		
Aptitudes and Characteristics	Essential	Desirable
Polite, courteous and friendly towards customers and colleagues	*	
Good organisational skills and high levels of self-motivation	*	
Capable and willing to work on own initiative	*	
Energy and self-confidence	*	
Ability to work under pressure and to meet deadlines	*	
Good sense of humour & ability to maintain a sense of perspective in all working conditions	*	
Record of good attendance and punctuality	*	
Excellent attention to detail	*	
Good level of numeracy skills	*	
Good cooking skills	*	
Able to follow instructions, i.e. menus, recipes, allergies, guidelines, Codes of Practice	*	
Able to use general catering equipment, safely and correctly	*	
Able to adhere to the required personal hygiene standards	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Level 1 Food Hygiene Certificate		*
Willingness to train for Level 1 Food Hygiene Certificate	*	
Knowledge of Health and Safety regulations and Food Based Standards	*	
Awareness of nutritional standard applying of schools and the importance of providing healthy food to young people.		*
Willing and able to undertake further training	*	
Capable of moderate physical activity, i.e. lifting saucepans, standing for long periods of time	*	
Experience of working to high standards	*	
Experience dealing/communicating with different stakeholders		*
Experience working in catering	*	
Experience using tills, serving customers.		*



High degree of catering craft skills		*
<b>Safeguarding and Promoting the Welfare of Pupils</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

