

JOB DESCRIPTION

Job Title: Catering Assistant	
Section: Catering	Reports to: Catering Manager / Head of Campus
Working Pattern: 18.5 hours per week	Working Weeks per annum: 39

PURPOSE OF JOB

Working in a close, inter-dependent team environment to provide efficient and effective, responsive catering support to the academy, ensuring that staff and students are offered bespoke menu options to complement and further the educational aims of the Trust

MAIN DUTIES AND RESPONSIBILITIES

1. Catering

- Assist and operate within the kitchen during daily food production and service on allocated tasks as per daily menu supplied, ensuring proper standards of presentation and correct economical use of materials and equipment.
- Washing up and the safe and correct cleaning of the kitchen premises and equipment.
- Clearing the dining area including sweeping, mopping floors and moving light furniture.
- Serve meals as requested while being responsive to customer preferences.
- Assist in providing, and transporting, refreshments for staff, visitors, Governors and Trustees.
- To assist in paperwork and stock control.
- Removal of rubbish and leftovers.
- Be aware of the importance of Food Hygiene and undertake any necessary action to ensure the safety of food provided to staff and students
- Report equipment, maintenance problems and energy leaks to line manager.
- Assist the Catering Manager with termly menu planning and ordering.
- Assist in appropriate stowing away of provisions after bulk deliveries.

2. Health and Safety

- To complete all required Academy Health and Safety checks and ensure that all records are kept up to date in compliance with the academy policy for,
 - machinery including servicing and inspection
 - Storage and use of foodstuffs and ingredients
- To help train other staff in aspects of Health and Safety
- Attend all essential health and safety training courses as determined by the management of the Trust.
- Report Trust-wide Health and Safety issues to Multi-Site Caretaker/Catering Manager
- To record all accidents and near-misses in accordance with academy policy

- Draw attention of Multi-Site Caretaker or catering manager to any repairs and maintenance work required.

MAIN DUTIES AND RESPONSIBILITIES – OTHER

3. Other Duties

- Prioritise workload as directed by the Multi-Site Caretaker / Catering Manager.
- Carry out reasonable instructions of the Multi-Site Caretaker / Catering Manager.
- To maintain confidentiality at all times in respect of Trust related matters and to prevent disclosure of confidential and sensitive information.
- Undertake any other duties of a similar level and responsibility as may be required from time to time.
- To work within and encourage the Trust's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children.
- To carry out duties in accordance with the Trust's values, mission and vision.
- Attend INSET, appropriate training and relevant meetings as required and participate in the Trust's staff performance. Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Trust in health and safety matters.

Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	Good Level of Education	Recognised qualification in Food and Hygiene	
KNOWLEDGE	Good standards of hygiene Manual handling,	Safe use of machinery and/or equipment, COSHH, First Aid and Hygiene Practice	
EXPERIENCE	Experience of food preparation	Working in a school environment	
SKILLS & ABILITIES	Good organisation and communication skills		
OTHER	Share CWAT values Awareness of and commitment to Equality & Diversity Willing to travel and work flexibly Desire to develop and undertake training as required		

Note: This JD is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Line Manager, without changing their general character or the level of responsibility entailed.

Signature Line Manager:

Signature Job Holder:.....

Date:.....