

## Job Description

<b>Post Title:</b>	<b>Catering Assistant</b>
<b>Location:</b>	<b>John Port Spencer Academy</b>
<b>Salary/Pay Range:</b>	<b>NJC02</b>
<b>Hours of work:</b>	<b>27.5 Hours per week (9am – 2.30pm)</b>
<b>Reporting to:</b>	<b>Academy Catering Manager</b>

### Purpose of Role

Working in the Catering and food service areas of the Academy and demonstrating a welcoming, efficient and professional manner towards customers; employees and students.

Working with the Academy Catering Manager in the preparation, presentation, service and cleaning of the unit to the Trust standard and satisfaction.

### Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle. Where appropriate the post holder will be expected to use all Trust standard computer hardware and software packages.

The post holder will be required to work at the different catering locations across the Academy and may, in agreement with the Trust Catering Manager, work at the different locations across the Trust. Specific responsibilities include:

### Catering Services

1. Ensuring that Trust and Statutory regulations, regarding hygiene, safety and cleanliness, are complied with in all tasks at all times.
2. To comply with all the appropriate legal requirements in the kitchen.
3. To assist, as directed, with all aspects of preparation, production and presentation of food.
4. Assisting with serving at Service Time.
5. To undertake all aspects in cleaning equipment - walls (up to 6 ft), floors, fixtures and fittings, toilets, pots, pans, cutlery, crockery, glassware etc. To be completed daily to the Trust standard according to the cleaning rota or as directed.
6. Comply with the rotas set by the Catering Manager and rotate jobs on a termly basis.
7. To assist in loading service counters, as directed, and to ensure sufficient supplies.
8. To ensure a high standard of personal and general cleanliness and hygiene to comply with Trust and statutory regulations.
9. To assist with vending filling, cleaning & emptying cash boxes.
10. To ensure tables are left clean (tables are at child level)
11. To operate SQUID cashless catering systems.
12. To maintain catering records to the Trust standards.
13. Working as a team and to ensure a responsible attitude towards other employees.
14. To record food temperatures as per Trust standards
15. To work as directed by the Catering Manager and Kitchen Supervisor.
16. To transport food or goods to any building on site.

**Irregular Duties**

17. To assist at functions some of which may occasionally occur outside normal working hours.
18. To work in other Trust academies if needed.
19. To report and where possible take action for any customer complaints or compliments.
20. To report immediately any incidents of - accident, fire, theft, loss, damage, unfit food or other irregularities.
21. To attend meetings and training courses as may be necessary from time to time.
22. To attend to any other reasonable requests by management

**General**

23. Work in a professional manner and with integrity and maintain confidentiality of records and information.
24. Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
25. Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
26. Participate in the Appraisal process and undertake professional development as required.
27. Adhere to all internal and external deadlines.
28. Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
29. These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

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**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Valid Food Hygiene qualification preferred but not essential.		X
Experience of working in a busy kitchen environment		X
Previous experience in an educational environment		X
Ability to follow Codes of Practice. (Please refer to the Health & Safety and Hygiene Practices).		X
Ability to use general catering equipment safely and correctly		X
Ability to deliver high standards of customer service	X	
<b>Knowledge and skills</b>		
Ability to work collaboratively with others	X	
Ability to work within school based systems and specified timelines	X	
Knowledge of current food legislation in regards to food hygiene and health and safety in the workplace.		X
Able to prepare, cook and present food to meet quality, cost and food and health and safety standards.		X
Experience of preparing, cooking and serving of food within a large catering operation. (e.g. school, factory or large restaurant).		X
Ability to plan and organise own workload within the kitchen and provide support to the team as required.		X
<b>Personal qualities</b>		
Able to follow direction and work in collaboration with the catering team	X	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	X	
Commitment to the highest standards of child protection and safeguarding		
Recognition of the importance of personal responsibility for health and safety	X	
Commitment to the Trust's ethos, aims and whole community.	X	