

WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Catering Assistant
Location:	Across the Trust (based at Plymstock School currently)
Grade/salary:	Grade B (SCP 4)
Hours:	25 hours per week x 38 weeks per year
Reports to:	Catering Manager
Responsible for:	N/A
Key relationships:	Catering, Premises, Staff, Students

Job Purpose

The Catering Assistant supports the effective operation of the trust and works to uphold and promote its vision and values. Assists in the preparation, cooking and service of food to customers within the school and maintaining the cleanliness and hygiene of the kitchen, dining room and food service areas

Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. Comply with all aspects of the Health and Safety at Work ETC Act 1974 and the Food Safety Act 1990 and all other relevant legislation.
3. To provide excellent customer service at all times.
4. Preparing and cooking food prior to service under the supervision of the Catering Manager and Deputy Catering Manager.
5. Serving of food.
6. Temperature testing of food and recording of results.
7. Operation of cashless tills.
8. Removal of waste food to designated area.
9. Furniture moving for lunchtime service and cleaning dining room when required.
10. All cleaning duties according to the kitchen schedule or rota including periodic cleans.
11. Clearing and clearing tables after break and lunch.
12. Re-stocking and cleaning of vending machines.
13. Preparation and service of refreshments and budgets to meetings within the school.
14. Attending training session as required.
15. Checking and receipt of deliveries.
16. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
17. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).

18. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
19. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.



PERSON SPECIFICATION - Catering Assistant

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
We recognise need and act with positive intention to support well-being	X		X
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny	X		X
Integrity:			
We act ethically, transparently and with financial propriety	X		X
Collaboration:			
We are "Stronger Together", sharing expertise across the Trust to lift every school.	X		X
QUALIFICATIONS:			
GCSE English and Maths Grades A-C, 9 – 5	X		X
Food Hygiene Certificate* - Level 2	X		X
First Aid at Work Qualification*	X		X
EXPERIENCE:			
Experience of working in a catering environment	X		X
Experience of working within a school environment		X	X
Awareness and compliance with policies and procedures relating to Child Protection, Health, Safety and Security, Confidentiality and Data Protection	X		X
KNOWLEDGE, SKILLS AND ABILITIES:			
Good communication and interpersonal skills with colleagues and students	X		X
Ability to work as part of a team	X		X
Ability to work in a physically demanding kitchen	X		X
Ability to follow instructions	X		X
Flexibility in working arrangements	X		X

	X		X
FURTHER REQUIREMENTS:			
Demonstrate willingness to take responsibility for continued professional development	X		X
Able to carry out the requirements of the post with reasonable adjustments where necessary	X		X
Able to demonstrate the willingness, commitment and ability to safeguard and promote the welfare of students.	X		X