

Catering Assistant Job Description & Person Specification

QUALIFICATIONS, TRAINING AND EXPERIENCE

A catering assistant works as part of the kitchen team to provide support to the cook with preparation, cooking and service, as well as wider kitchen duties. The catering assistant needs to follow procedures as instructed by the School Cook or Assistant. Kitchen documentation is important to ensure legal requirements are satisfied. The catering team work to set standards laid out in the school's food policy to meet the healthy eating and wellbeing requirements.

	<u>Essential</u>	<u>Desirable</u>
Qualifications	City & guilds 1 & 2 or NVQ 1 / 2 in Catering & Hospitality, Basic Food Hygiene	NVQ 3
Experience	Training Completion, Team working and ability to use initiative	Experience of working in a school, catering contractor.
Skills & attributes	Ability to follow instruction, Good Team player, Ability to work under pressure, Evidence of providing customer focused service	Ability to use catering equipment following codes of practice.
Personal Qualities	Tidy & methodical workplace practice Ability to prioritise workload. Flexible approach to meet job demands	Good health care and attendance record Positive attitude
Customers & Service	Know why it's important to talk to staff and pupils, how to present dishes for service in line with standards.	Know how to present dishes, serve in a pleasant and friendly manner. Report any issues or concerns in a timely manner
Food Preparation & Cooking	Understand the food groups used in school and their preparation methods. Know the importance of quantity & quality of ingredients for dishes, know what makes up a healthy meal in line with food standards	Know how to maximise quality when cooking and packaging food for transportation.
Health, Safety and hygiene	Know the food safety practices to ensure the safe preparation, cooking, holding & serving of food in line with legal requirements	Put safety at the forefront of all work. Embrace a clean as you go approach. Be pro-active when identifying potential hazards. Reporting in a timely manner.
Teamwork & Culture	Understand your own role within the team – the importance of training and development to maximise performance. Know to instruct and communicate with other team members in department to ensure the catering needs of the team are met.	Work efficiently within the team following instructions and supporting the department to ensure high quality food is served to required standard within designated timescales.

Applicants should be able to demonstrate a good knowledge and understanding of the following areas

JOB DESCRIPTION

Catering

- Assist in the Catering department to deliver high quality meals to pupils, staff and external schools
- Demonstrate an understanding of safer working practices and put safety at the forefront of all work
- Ensure all training is complete and updated regularly
- Know the food safety practices to ensure the safe preparation, cooking, holding & serving of food in line with legal requirements
- Prepare food and drink in a hygienic and safe manner, following assigned procedures at all times
- Be punctual with your time-keeping; operating a quick and efficient catering service without compromising on quality of the service delivered
- Ensure that catering preparation, service and storage areas are kept in a hygienic, clean, tidy and safe condition at all times
- Ensure uniforms are worn at all times on site
- Prepare dining hall for service setting out tables and chairs as instructed (may involve some heavy lifting)
- Ensure all catering equipment is cleaned and ready for service each day
- Assist in cleaning the Hall Floor and surfaces following delivery in preparation for afternoon sessions this may include spot mopping spillage and high footfall areas.
- Ensure all Cutlery, serving equipment and utensils are cleaned and stored appropriately for following days service.
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Behaviour and Safety

- Establish and work within a safe, purposeful environment for food preparation with mutual respect for colleagues
- Maintain good relationships with staff, pupils and community
- Be a positive role model and demonstrate consistently positive attitudes, values and behaviour, which are expected of pupils
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Teamwork and Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the job role
- Work as a team member and develop effective practice with them
- Work collaboratively with others to develop effective professional relationships
- Communicate effectively, engaging in communication tools held with the school.

Other

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by either the Head of School, School Business Manager, School Cook

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.