

JOB DESCRIPTION – Catering Assistant

Job Title:	Catering Assistant
Hours/weeks:	16 hours per week, Monday to Friday during school term time & inset days 11am-2.30pm (including an unpaid daily break)
Salary:	Grade C SCP3: £12.85 per hour
Place of work:	The Sir Robert Woodard Academy
Reports to:	Catering Manager

Role context and purpose:

To provide effective assistance to the Catering Manager, Chef and Kitchen Supervisor, through the ability to prepare and serve food of a high standard to staff and students at the Academy and to help with cleaning duties as directed.

Main Responsibilities:

- To be a member of the catering team and take a pride in the quality of service provided.
- Provide daily cleaning of kitchen surfaces, floors, equipment and appliances to ensure the cleanliness of the working environment, so that meals can be prepared in accordance with acceptable standards of hygiene.
- Assist with the preparation, delivery and / or serving of food to enable the meals to be prepared and served on time.
- Assist with the receipt and storage of groceries to enable the cook / catering manager to maintain adequate stock control.
- Monitor fridge stock rotation to enable standards of hygiene and food safety to be maintained.
- Attend training courses as required and assist in the training of other staff as directed
- To be prepared to support the catering manager in additional academy events requiring catering provision, with due notice.
- To clean equipment, surfaces and tables as required ensuring dining hall is ready for next service.
- To undertake any relevant training as required.
- To participate in the Academy's performance management process.
- To undertake any other duties as may be deemed necessary to carry out the role successfully or are commensurate with the role.

Additional expectations:

All staff are expected to:

- Promote and support the distinctive Christian character of the Academy as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion
- Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- Follow Trust policy and procedures in relation to keeping children safe in education
- Observe health and safety requirements and play their part in ensuring a safe working environment
- Contribute to the whole professional life of the school which has successful teaching and learning as its core purpose supported by all staff contributing to the Trust's commitment to each student gaining meaningful enriching experiences.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will also be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.