

## Person Specification Airedale Academy Catering Assistant

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 2 Award in Food Safety or willingness to achieve this.</li> <li>• Manual handling training or willingness to undertake this</li> <li>• Willingness to undertake training on use of equipment, including cashless catering system.</li> <li>• Level 1 Health &amp; Safety or willingness to achieve this.</li> <li>• Safe cleaning &amp; control infection training or willingness to undertake this.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 Customer Service.</li> <li>• Level 2 Award Manual Handling</li> <li>• Catering or cookery qualification</li> <li>• Level 3 Award in Food Safety</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Catering Experience</li> <li>• Working as part of a team</li> </ul>	
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Manual skills required e.g. furniture moving, cleaning</li> <li>• Job involves standing/walking/bending</li> </ul>	<ul style="list-style-type: none"> <li>• Hygiene and safe food practices</li> </ul>
<b>Beliefs, Values &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Energy, enthusiasm and drive</li> <li>• Ability to work under pressure</li> <li>• Flexibility</li> <li>• Ability to relate well to children and adults</li> <li>• Customer service skills</li> <li>• Attention to detail</li> <li>• Team player</li> <li>• A sense of humour</li> <li>• Willingness to support and contribute school events in and out of school time</li> <li>• Committed to providing the best for all students at Airedale Academy</li> </ul>	

## Job Description Catering Assistant

<b>RESPONSIBLE TO</b>	<b>Kitchen Manager</b>
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### MAIN AREAS OF RESPONSIBILITY

- To assist with the preparation, cooking and service of meals.
- To undertake the cleaning of equipment and kitchen.
- To demonstrate a high standard of customer service.
- To encourage pupils to eat healthily.
- To assist with food preparation and cooking in accordance with the menus.
- To prepare the kitchen equipment for service.
- To prepare the dining room and dining room furniture.
- To serve the meals.
- To clear and clean the dining room, storing dining furniture.
- To carry out the washing up and cleaning of all light and heavy equipment.
- To clean fixtures, fittings and the kitchen floor.
- To assist with other duties as instructed by the person in charge.
- To operate the cashless system.
- To comply with legislation relating to health and safety and hygiene.
- To report any problems/defects with equipment to the Kitchen Manager or his/her substitute.
- To take part in themed events as required.
- To maintain a high standard of customer service and pass customer views and concerns to the person in charge.
- To be friendly and welcoming to customers using the catering facilities
- To make recommendations for improving the service.
- To assist with the equipment inventory.
- To undertake general cleaning of the kitchen on cleaning days.
- To assist with the provision of meals in case of emergency feeding

### Data Protection and Safeguarding

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.

### Health and Safety

- Where appropriate, undergo Basic First Aid/Health and Safety training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the Academy's implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.

### **Continuing Professional Development**

- Keep up-to-date and informed on changes to legislation, and roles and responsibilities.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in marketing/communications which may lead to improvements in provision.
- Undertake any necessary professional development as identified in the Academy/Trust Development Plan, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice

Candidates must also be willing to undertake any other responsibilities requested by the Kitchen/Catering Manager.

Other duties commensurate with the grade of the post as directed by the Kitchen/Catering Manager/ Headteacher.