

JOB DESCRIPTION

Job Title: General Catering Assistant

School: Rivington & Blackrod high School

Grade: Grade A SCP 2-3

Reports to: Senior Catering Manager

Main purpose of the job:

To maintain a high quality catering service within the school.

Key duties and responsibilities

- To assist with or directly support the preparation and service of food and beverages.
- To maintain a high standard of personal hygiene and ensure all work practices within the kitchen area are in accordance with legal requirements.
- Be aware of Health and Safety procedures and Food Safety working practices in the workplace.
- To be flexible and work at all units if and when required.
- To operate biometric tills.
- Stock take as and when appropriate.
- Ordering as and when appropriate.
- Undertake appropriate training and development opportunities commensurate with the post. Be prepared to attend training courses out of working hours on occasions.
- To demonstrate a high standard of customer care and service.
- To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to actively reflect Valuing Diversity in work as required in the department's Valuing Diversity Action Plan.
- Other duties relating to the functions of the service and commensurate with the grade.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

PERSON SPECIFICATION

Qualifications and training	Essential	Desirable
Level 2 or higher in English/Literacy & Maths		✓
Food Hygiene certificate		✓

Experience, knowledge, and skills	Essential	Desirable
Ability to operate associated equipment	✓	
Conscientious attitude towards work duties	✓	
Ability to maintain a high standard at work	✓	

Previous experience of working in catering		✓
To have excellent organisational skills and be able to prioritise workload	✓	
Knowledge of food hygiene and Health and Safety in a catering environment	✓	

Personal attributes	Essential	Desirable
Ability to work as part of a team and on your own initiative	✓	
Ability to communicate in a professional manner with staff and students	✓	
Ability to accept and understand verbal and written communication	✓	
Ability to follow procedures	✓	
The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk	✓	
A commitment to equality and diversity	✓	
A commitment to Health & Safety	✓	
A commitment to child protection and safeguarding	✓	

Special requirements for successful candidate
Satisfactory enhanced DBS certificate
Medical clearance
Two satisfactory references

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.