

**Catering assistant
JOB DESCRIPTION
December 2022
Grade 1**

Name:

1. CORE PURPOSE

To work under the control and direction of the Catering Supervisor, Cook Serve Supervisor or Assistant in Charge in the preparation, cooking and serving of food to a daily schedule. To promote the Catering Service at all times ensuring compliance with Customer Care Policies and to comply with regulations relating to Food Hygiene and Health & Safety.

2. DUTIES AND RESPONSIBILITIES

General duties and expectations

- To assist in the basic preparation of food and refreshments, which may include some cooking.
- To assist in the care and cleaning of all kitchen equipment (either Production kitchen, Cook Serve or Dining Centre / Wash up).
- To prepare dining rooms, including movement / lifting of dining room furniture and the laying of tables.
- To erect and dismantle dining room furniture where necessary.
- To serve meals and other refreshments in accordance with either Service Level Agreement / Contractual arrangements.
- To assist in the cleaning of the kitchen, dining room and kitchen equipment, including washing up, sweeping and mopping.
- To assist in the checking and storage of deliveries.
- To maintain at all times standard of dress and appearance as appropriate to policy.
- To assist, when necessary, with promotional activities/special events. This may include occasional evening work, i.e. parents evening, taster sessions, etc.
- To comply at all times with the Trust Policies and Procedures.
- To ensure that all work is carried out in accordance with the legislative requirements of the regulations relating to Food Hygiene and Health & Safety.

3. ACCOUNTABILITY AND REPORTING

- Accountable for all elements outlined in the job description
- Reporting to the Catering Supervisor
- Line managed and appraised by the Catering supervisor
- Subject to performance-related pay in line with the Trust's pay policy
- Left to work within established guidelines subject to scrutiny by Catering supervisor

4. SPECIAL CONDITIONS OF SERVICE

4.1 Role Specific

- Required to be available for catering for weekend and evening school activities and special functions mounted by the school e.g. fund raising events, parents/teachers meetings..
- To be available for work during school holidays when leave entitlement is exhausted.
- To attain hygiene training, commensurate with your duties.
- To attend training courses as required.
- To hold a Level 2 Certificate in Food Safety
- Term time working to school term dates. Note: i) Some schools are 52 week sites ii) Annual leave is taken at same time as schools shut down.
- To attend induction course (this may be on site or at Head Office).
- To work 3 cleaning days per year that may fall in school holiday period.
- There may be some flexibility required around start and finish times according to the needs of the service.
- To provide own footwear, which needs to be flat and enclosed with non-slip soles.

4.2 Rehabilitation of Offenders Act 1974

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974
- Appointment is subject to an enhanced DBS disclosure and any convictions, cautions and reprimands being considered
- The jobholder must disclose any convictions, cautions or reprimands which have been acquired after DBS clearance has taken place. If this does not occur, the jobholder may be managed in accordance with the trust's Disciplinary Procedure.
- Further information about the DBS is available from www.homeoffice.gov.uk/dba

4.3 Health and safety

- The jobholder is required to exercise duty of care by taking responsibility for her/his own health and safety and that of others who may be affected by her/his acts or omissions (failure to act)

4.4 Equality and inclusion

- The Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment.

4.5 Safeguarding

- The jobholder is expected to observe her/his obligations in accordance with the Safeguarding Policy and to report any concerns that s/he may have regarding any child's welfare, to the appropriate person

4.6 Staff code of conduct

- The jobholder is expected to observe the staff code of conduct and be a role model for others

4.7 Security of information

- The jobholder is expected to observe all legislation and professional guidance in relation to data protection and confidentiality

4.8 Right to work

- The jobholder must have permission to live and work in the UK

4.9 Working time

- Specific working days and hours identified as part of the employment contract



- Expected to be present long enough before and after each session to ensure communication, preparation and completion of work
- Supported by the school to be given appropriate time, funding, training and resources to discharge her/his role effectively

Signature of Catering Assistant:

Date:

Signature of Headteacher:

Date: