

JOB DESCRIPTION

JOB TITLE:	Catering Assistant
GRADE:	Grade AB (point 2)
HOURS PER WEEK:	Various hours per week, 39 weeks (Term Time + Training Days)
RESPONSIBLE TO:	Executive Chef/Cook
JOB PURPOSE:	The core focus of this job is delivering an efficient food delivery service operating to the highest standards of food safety. The post holder will do this by supporting the cook in carrying out duties such as food preparation, serving meals to children and staff, washing up and cleaning the kitchen and dining room.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational	• To be responsible for collecting and serving school meals. • Putting out dining tables and chairs before service and cleaning them before putting away into storage after service • Tidying up the kitchen and dining room, and carrying out cleaning and washing up duties • Sweeping and mopping floors • Removing waste and rubbish to designated areas • To help ensure effective engagement with customers to ensure effective provision across all catering services: Breakfast (where appropriate), break (where appropriate), lunch, hospitality, events, or similar • Maintain high standards in presentation of food, point of sale displays and layout • Any other responsibilities reasonably associated with the role
Communication	• Communicates with children and young people at service times, to ascertain their needs and support them in developing good dietary habits • Promoting the service to parents and pupils by taking part in activities designed to increase meal uptake • Oral communication with staff in school ensuring work is carried out to the highest standards reporting of potential hazards in the kitchen.
Systems & information	• Carry out all work in accordance with relevant policies, procedures and regulations: ○ The Food Safety Management System ○ COSHH ○ HACCP ○ STAR MAT policies & procedures
Safeguarding and Promoting the Welfare of Children/Young People	• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate

	This STAR MAT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
Health & Safety	- Ensure compliance with all statutory food hygiene and health and safety guidelines, effectively completing all associated compliance and administration. - Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. - To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	- Know about data protection issues in the context of your role. - To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	- Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values - The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	- The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment - The STAR MAT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values

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. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of

service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.



PERSON SPECIFICATION FOR

Catering Assistant

Essential upon appointment	Desirable on appointment
Knowledge/Skills	
• Strong understanding of current regulations and guidelines, including food hygiene and health & safety • Knowledge of specialised aspects of catering such as diets, food allergies, halal • Ability to work independently and to own initiative • Ability to work at short notice and complete additional hours	• Basic ICT skills
Experience	
• Understanding of the day to day running of kitchens	• Experience of working in school or other catering establishments
Qualifications	
• Level 2 Award in Food Safety in Catering • Food hygiene certificate • Willingness to undertake relevant training	• Supervisory Health and Safety Certificate • NVQ in Food Preparation or similar
Personal Qualities	
• Good interpersonal communication skills • Demonstrable interpersonal skills. • Approachable, friendly, and trustworthy • Ability to work successfully in a team. • Confidentiality • Flexibility	• Creativity
Other Requirements	
• Enhanced DBS Clearance • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people	