



Support Staff: Job Description and Person Specification

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|-----------------------|-----------------------------------------|
| Position Title | Catering Assistant |
| Reporting to | Catering Manager |
| Hours | 26.25 hours per week/39 weeks per annum |
| Grade/Point | B3 |

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Summary of Role:

- To prepare, cook and serve meals to students and colleagues.
- Duties will include food preparation, cooking, kitchen hygiene, cleaning and general kitchen duties although this is not an exhaustive list.

Main Duties and Responsibilities:

School Meals

- Dining hall set up.
- General cleaning and dishwashing.
- To work on your own and as part of a successful team.
- To assist young people to choose a balanced meal.
- Preparing service area for lunch time service.
- Serve lunchtime food.
- Record daily, weekly and periodic food safety data via the food safety logbook.
- Operate Cypad software.
- Maintain a clean and tidy service and canteen area.
- All other duties required to assist with the smooth running of the kitchen and areas of service.
- To always have and deliver excellent standards in food preparation and customer service.
- Embrace change and be proactive in sharing your ideas to improve the catering function at South Tawton Primary School and the wider Trust.

General

- To encourage good behaviour by the effective use of the school's Behaviour Policy.
- To report to SLT any untoward circumstances, e.g. Safeguarding concerns.

Note: A courteous and helpful manner is always required.



Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.



Person Specification

| CRITERIA | ESSENTIAL | DESIRABLE |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional Qualifications and Learning | <ul style="list-style-type: none"> 5 GCSEs at grade C/4 and above, Including English & Maths | <ul style="list-style-type: none"> First aid qualification. |
| Experience | <ul style="list-style-type: none"> Successful recent experience working with children | <ul style="list-style-type: none"> Experience of working in school setting |
| Skills | <ul style="list-style-type: none"> Ability to communicate effectively Ability to work on own initiative and to meet deadlines Ability to work effectively as part of a team and work collaboratively Strong organisational and planning skills. Reliable and trustworthy | <ul style="list-style-type: none"> Ability to solve problems and find creative solutions Calm under pressure with a flexible and adaptive approach to work Good working knowledge of Microsoft Office |
| Personal Qualities | <ul style="list-style-type: none"> Displays understanding & commitment to the protection and safeguarding of children and young people. A highly professional approach to their work. Reliable and trustworthy. Embodies the Trust's vision and values. Awareness to and commitment to equality | <ul style="list-style-type: none"> Committed to personal and professional development. Able to manage time effectively. A belief in the ability of children and young people to achieve and overcome obstacles to their learning. |



Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....