

**Person Specification
Catering Assistant**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Level 2 Food Safety Award or willingness to work towards.	<ul style="list-style-type: none">• NVQ Level 2 in Customer Service.• Level 2 Award in Manual Handling.
Skills & Experience	<ul style="list-style-type: none">• Numeracy skills.• Organisational skills.	<ul style="list-style-type: none">• Experience of working in a kitchen.
Beliefs, Values and Personal Qualities	<ul style="list-style-type: none">• Energy, enthusiasm and drive.• Ability to work under pressure.• Flexibility.• Team player.• Excellent role model for young people and for staff.• Committed to providing the best for all pupils at Castleford Academy.	

Job Description Catering Assistant

RESPONSIBLE TO	Kitchen Manager
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Key Responsibilities

- To carry out the washing up and cleaning of all light and heavy equipment.
- To operate cashless till system.
- 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 clean fixtures, fittings and the kitchen floor.
- To assist with other duties as instructed by the person in charge.
- To operate the cashless system in high schools.
- To comply with legislation relating to health and safety and hygiene.
- To report any problems / defects with equipment to HQ.
- 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 make recommendations for improving the service.

Occasional Tasks

- To assist with the equipment inventory.
- Cleaning days – general cleaning of the kitchen.
- Attending training courses as/when necessary.
- To assist with the provision of meals in case of emergency feeding.

Data Protection and Safeguarding

- To process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 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 pupils.

Health and Safety

- 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 School's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, and Child Protection.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

General Academy Responsibilities

- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to and uphold the vision and ethos of the Trust.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware of and comply with all Academy Policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

All employees of the academy have a responsibility for promoting and safeguarding the welfare of children and young people.

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