

## Summary Role Description

### Catering Assistant

## Key Outcomes of the Role

The school provides outstanding quality food and service to its pupils and other stakeholders within the framework set out by the Trust's Catering Operations Manager.

## Role Purpose

- To always deliver the highest standards of food quality and service within the framework and guidelines set out by the Trust Catering Operations Manager and School Kitchen Manager.

## Primary Responsibilities

### 1. General Catering

- Prepare the dining area, including moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- Prepare the service area, hot cupboards, and other equipment in the dining centre for the efficient and effective service of the meal.
- Prepare and serve dishes to standard recipes and agreed standards to ensure consistency and meet budgetary requirements.
- Clean all catering areas and equipment daily to standards set out by The Trust.
- Undertake training as required.
- Carry out record keeping as necessary to ensure compliance with food safety and HACCP regulations and inform the Catering Manager of any defects, hazards or food hygiene concerns relating to equipment, facilities, or premises.

- Provide temporary cover to another Trust school within a reasonable geographical distance. Transfer permanently to another school within a reasonable geographical distance and with reasonable notice.
- Carry out related duties to ensure the dining area and kitchen is in a clean and hygienic condition and that the food service is effective and efficient.
- Undertake any other duties that may be required for the effective operation of the Catering establishment. This may include cash collection and banking.

## General Responsibilities

- Work in compliance with the Code of Conduct and policies of the Trust, having regard to safeguarding, equal opportunities, and inclusion at all times.
- Support continuous improvement in both personal performance and the work of the team.
- Adhere to safe working practices in premises/work areas for which you are responsible. These are defined in the Trust's Health & Safety Policy and codes of practice.
- Ensure that quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour.
- Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager and head teacher.

The details provided in this job description are to give an indication of the nature of the role. Additional duties may be requested of the role holder, and the allocation of specific responsibilities may be amended from time to time, in negotiation with the role holder. This summary role description will be reviewed on an annual basis.

The governance team is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

## Person Specification

### Catering Assistant

| Essential (Must)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Desirable (Should)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Commitment to comply with all relevant regulation and legislation in relation to kitchen management, food preparation and serving including Health and Safety, Food Hygiene.</li> <li>• Ability and willingness to follow Instructions.</li> <li>• Ability to engage with children of all ages.</li> <li>• A willingness to carry out relevant training as required.</li> <li>• Good communication skills.</li> <li>• Ability to display food in an attractive and inviting fashion.</li> </ul>                                          | <p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Food hygiene certificate level 2 or equivalent.</li> <li>• Culinary experience in a professional setting.</li> <li>• An understanding of allergen legislation.</li> <li>• An understanding of halal cookery.</li> <li>• An understanding of Food Standards for Schools, the School Food Plan and other relevant schemes and regulations.</li> <li>• An enthusiasm for and evidence of continuing professional development.</li> </ul> |
| <p><b>Abilities &amp; Aptitudes</b></p> <ul style="list-style-type: none"> <li>• A passion for food and the ability to follow recipes to cook delicious and nutritious food that children want to eat.</li> <li>• Impeccable personal hygiene.</li> <li>• An interest in food provenance.</li> <li>• Positive, enthusiastic, and approachable.</li> <li>• A willingness to engage with and assist in the food elements of the school curriculum.</li> <li>• An interest in children's nutrition and healthy eating.</li> <li>• A desire to exceed customer expectations.</li> <li>• Good personal organization.</li> </ul> | <p><b>Abilities &amp; Aptitudes</b></p> <ul style="list-style-type: none"> <li>• Ability and willingness to engage with the school in growing produce for kitchen use.</li> <li>• An interest in cooking for different cultures.</li> <li>• Ability to influence children's healthy choices.</li> <li>• Use of initiative to deal with routine issues and problems without recourse to supervisor.</li> </ul>                                                                                                           |

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