



Brownhills Ormiston Academy

Job title:	Catering Assistant
Location:	Brownhills Ormiston Academy, Brownhills
Salary:	OAT Grade OAT Grade 2, 4-5
Status:	Permanent
Contract:	Academy
Hours:	11 hours a week, 39 weeks per year + training days
Reports to:	Head of Kitchen, Business Manager & SLT
Disclosure level:	Enhanced Disclosure and Barring Services Check (DBS) will be a requirement of the post, as well as obtaining suitable references for the successful applicant.
Safeguarding:	Brownhills Ormiston Academy takes safeguarding seriously. All applicants will be subject to rigorous safeguarding checks and will be asked questions on safeguarding

Purpose of the job:

As Catering Assistant, you will support the daily delivery of our catering provision whether that be to staff, students or visitors.

You will support the Head of Kitchen to ensure standards of food quality, service, food safety and compliance are consistently achieved.

You will work closely with other colleagues to ensure consistency of standards and service

You will work with academy-based staff to support the ethos of the academy through the delivery of the catering service.

Responsible for:

Food and catering	Prepare, cook and serve allocated dishes to meet recipe and quality and quantity standards.
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	Prepare and regenerate dishes to laid down methods and controls. Use of specialised preparation and cooking equipment. May be required to undertake first aid duties.
Resources	Manage stock levels and plan daily schedule of requirements ensuring adequate resources. Order foodstuffs and supplies from agreed suppliers and in accordance with planned menus.
Cleaning and setting up serving and dining areas	Undertake cleaning and washing up as directed in the kitchen, serving and dining areas Co-ordinate and assist in the preparation of kitchen and dining areas
Systems, policies and procedures	Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times Ensure others follow standard, maintain consistent standards and client needs are met. Maintain portion control and presentation standards. Ensure stock management and rotation practices are adhered to. Co-ordinate the delivery of kitchen and cleaning schedules.
Team involvement	Demonstrates duties to other staff and may ensure job training is undertaken to agreed plans. Supports others and willingly offers advice and may support with the organisation induction.
Building professional relationships	Deal with customer complaints and comments promptly and courteously May contribute to and/or undertake planned promotions to customers Maintain good relationships with suppliers.

Record keeping and information management	Complete basic and accurate records for food orders, food safety monitoring and quality systems in line with legislative requirements. Record meal number data and reconcile with client information. May maintain staff training records.
Problem solving and decision making	Interpret information or situations and to solve straightforward problems. May make minor decisions.
Knowledge, skills and experience	Basic food hygiene essential Knowledge of health and safety legislation Sound working knowledge of COSHH Basic cookery and food preparation skills required Craft training/cookery qualification and some catering experience desirable Basic literacy and numeracy skills. First aid at work may be a requirement or paediatric first aid
Physical demands and working conditions	Required to stand for long periods with some carrying of weights Exposure to heat and noise in the kitchen

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of this post.

Person Specification

Duties	Essential	Desirable
Education and Qualifications	Relevant training and cookery qualification or equivalent experience required. Food safety level 2.	Evidence of ongoing CPD. Food Safety Level 3

Experience and Knowledge	Experience of working in catering establishments including the cooking and service of food Numeracy, literacy, ICT skills Experience of working to deadlines Knowledge of current guidance and legislation with respect to food hygiene and food safety Working with special dietary requirements and food allergies Experience and knowledge of working in a large-scale catering environment.	Experience of working in an educational setting. Knowledge and understanding of safeguarding
Competencies	The ability to work independently and make sound decisions	
Personal Qualities	Ability to establish positive and professional relationships with staff, visitors and students. Good interpersonal and communication skills. A relentless drive for excellence Ability to meet the physical demands of the role.	