

Job Description – Catering Assistant

<p>A Catering Assistant, you will work under the day-to-day management of the Catering Supervisor to support the delivery of a quality and effective catering service that meets the needs of the Academy and any other catering services required.</p>	<p>Department: Catering Manager: Catering Supervisor Main Location: KQM Grade: OAT Grade 1</p>
<p>You will be required, to work flexibly as required by the Catering Supervisor to carry out any of the tasks detailed in the job description and any other tasks not detailed but are commensurate with the level and purpose of the post of Catering Assistant role.</p>	

What you will deliver as Catering Assistant

- Through instruction and delegation of tasks to the team by the Catering Supervisor or Cluster Executive Chef, you will support the provision of a first-class catering service to the Queensmill or Kensington Queensmill Academies.
- To work at other OAT London region Academies, if required based on the needs of the service.
- Work always to the standards, set out in the Code of Conduct for Staff and other staff related HR policies.
- Report for duty in good time, wearing the correct clean uniform and any other requirements in a kitchen environment.
- As part of the Catering Team, to assist in providing a quality catering service for the Academy.
- Assist with food preparation, cooking and service arrangements as directed by the Catering Supervisor and/or the Cluster Executive Chef.
- If applicable, to receive food from a production kitchen, complying with correct storage, cooking and food safety requirements, prior to service.
- To ensure presentation standards are always adhered to and any waste or spillages are cleaned away immediately.
- Assist with the service of the food at the allocated times.
- Minimise food waste by ensuring the rotation of all stock items and correct storage.
- Inform the Catering Supervisor in advance of any shortages to ensure an efficient service.
- Be aware of the daily menu content, seeking advice, from the catering supervisor, if required for any points of clarification needed.
- Ensure that the correct service equipment and menu accompaniments are available prior to service.
- Ensure the kitchen area is kept clean and tidy during and between services, in accordance with agreed tasks and procedures.
- Undertake cleaning the kitchen and associated areas, as directed or is necessary.

- Undertake the washing-up of all light equipment, crockery, cutlery and trays.
- Assist the Catering Supervisor with maintaining the legislative requirements and OAT Academy policies and procedures with regard to fire, health and safety, food hygiene, the School Food Plan Food Standards, allergen system management and kitchen specific risk assessments.
- Undertake training as required by OAT with regard to fire, health & safety, food hygiene, allergens and kitchen specific risk assessments.
- Ensure the safe operation of kitchen equipment at all times.
- Ensure that any necessary repairs to kitchen equipment are reported immediately to the Catering Supervisor.
- Ensure the security of the catering areas, at all times.

General Responsibilities

Ensure that work is completed in compliance with relevant legislation and procedures relating to this role

Have due regard at all times to the academy's policies, organisation and arrangements for Health & Safety at Work.

Maintain confidentiality of information acquired in the course of undertaking all duties for the academy.

Participate in the academy's and catering service, arrangements for professional development.

Undertake such other duties appropriate to the grade of the post Ormiston Academy Trust may from time to time reasonably determine.

Flexibility Clause

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description. This may also mean travel and work at other London academies under the leadership of the Cluster Executive Chef, based on the overall needs of the OAT London Academies Catering Service, if within a 15-mile radius, from your main place of work.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Context

All staff are part of a whole academy team. Each individual is required to support the values and ethos of the academy and academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy, pressurised environment.

The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role.

The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the academy's Code of Conduct and other equality policy objectives.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the academy's responsibilities towards safeguarding, complete annual safeguarding training requirements and report any safeguarding concerns immediately using the academies established procedures.

For new recruits only

An enhanced disclosure and barring check (DBS) will be a requirement for this post.

Due to the nature of this position, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.