

## Job Description

### Catering Assistant

**Responsible to: Catering Manager**

**Responsible For: N/A**

**SCP: SCP 2**

**Hours of Work: 20 hpw – Term time plus 1 week (training days)**

**Special Conditions:**

**This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.**

**Job Summary:-**

To undertake a variety of duties within the kitchen, dining areas and any external serving outlets

**Duties and responsibilities:-**

- Assist in the preparation, cooking and serving of basic food (hot and cold) and beverages
- Use of kitchen equipment, knives for food preparation
- Assist in waste materials removal and disposal
- Refill and replace sauces, condiments and other consumables
- Assist in proper storage and stock control of chemicals and foodstuff
- Operate a cashless catering till
- Undertake cleaning and washing up as directed in the kitchen, serving and dining areas
- May assist with moving and setting up dining areas
- To ensure food is well presented and served in the correct manner
- Maintain basic records such as food temperature where required
- First Aid at work may be a requirement
- 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
  - Works to set standards and maintains consistent standards
  - To wear a clean uniform, maintain a clean tidy appearance and not to wear jewellery
- Teamwork and communications
  - May demonstrate own duties to new or less experienced staff
  - Exchanges information with catering and other academy staff
  - Interaction with pupils to establish their needs
  - Work as part of a team and undertake training as required

- Customer Care
  - To ensure that food is well presented and served in the correct manner.
  - To maintain good relationships with all teaching staff, students and work colleagues.

### **Other duties:-**

Such other duties as may be reasonably required by the Principal/SLT/Line Manager.

It is the responsibility of each employee to carry out their duties in line with Academy policies, particularly to comply with all child protection/safeguarding policies/Health Safety Policies.

Use of ICT as required.

**Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application 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.**

## Person Specification – Catering Assistant

Category	Essential	Desirable	Method of Assessment
<b>Qualification and Training</b>	<ul style="list-style-type: none"> <li>Basic Language, literacy and numeracy skills</li> </ul>		Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of general kitchen.</li> </ul>	<ul style="list-style-type: none"> <li>Ideally experience of working within an educational facility or similar environment</li> <li>Previous experience of working in a kitchen/catering</li> </ul>	Application Form and Interview
<b>Training</b>	<ul style="list-style-type: none"> <li>Willing to attend relevant training</li> </ul>		Interview
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Able to deliver excellent customer service.</li> <li>Able to work as a member of a team</li> <li>Self-motivated and able to use own initiative.</li> <li>Able to communicate to wide range of people, including staff, staff, students and visitor</li> <li>Able to work under pressure and meet deadlines</li> </ul>		Application Form and Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Flexible Friendly, approachable and presentable manner, with the ability to communicate effectively with people at all levels</li> <li>Able to provide food that is good quality, paying attention to details presentation and providing good service</li> <li>Willingness to work flexibly to meet the requirements of the post</li> <li>Commitment to equality of opportunity and the safeguarding and welfare of all students.</li> </ul>		Application Form and Interview.