

Job Description

Job title:	Catering Assistant
Department / Location:	Support Staff Team
Accountable to:	Catering Manager/Catering Supervisor
Salary Grade / Range:	G1 pt 3

Job Purpose

Role Responsibilities

- To assist with the basic preparation of food and refreshments, which may include some cooking.
- To assist with the setting up of the servery counters for lunch.
- To assist with the general daily cleaning of the kitchen and associated areas.
- To assist with the care, cleaning, and maintenance cleaning of all equipment in use in the kitchen as required.
- To assist with the washing up of all kitchen items.
- To move the dining room furniture within the dining room when necessary.
- To serve pupils and staff in line with school requirements.
- To report any inappropriate behaviour in line with the behaviour policy.
- To encourage children to take a balanced meal, especially those on special or restricted diets.
- To be aware of children on special or restricted diets for medical reasons.

General Duties and Responsibilities

- To maintain the agreed standard of dress and appearance
- To ensure all tasks are carried out with due regard to Health & Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos and values of the school.
- To set an example of personal integrity and professionalism.
- To attend appropriate meetings as directed by SMT.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- Observance of the schools' equal opportunities policy.

Safeguarding

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Criminal record check via the DBS.

Person Specification

Job title:	Catering Assistant
Department / Location:	Support Staff Team
Accountable to:	Catering Manager
Salary Grade / Range:	G1 pt2

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education and Qualifications		• Relevant Training and Cookery Qualification or equivalent experience required. • Food Safety Level 2.	Application, Interview
Experience and Knowledge	• Food hygiene and cookery skills. • Knowledge and understanding of catering related legislation, such as Natasha's Law 2021. • Experience and knowledge of working in a large-scale catering environment.		Application, interview, References
Competencies	• The ability to work as part of a team. • The ability to work independently and make sound decisions. • Excellent communication and organisational skills. • Good customer care skills • Ability to operate IT equipment eg. tills		Application, interview, References
Personal Qualities	• Ability to establish positive and professional relationships with staff, visitors and students. • Interpersonal and communication skills. • Ability to meet the physical demands of the role. • Ability to keep calm under pressure. Good time keeping		Application, interview, References

Other Requirements	• Must be able to work flexibly and within contracted hours • Attendance at meetings, INSET/parent's evenings/school events as required.		Application, interview, References
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