

Job Description: Catering Assistant

GRADE:	2
RESPONSIBLE TO:	Cook, School Business Manager

Main purpose

To undertake, under the guidance of the Cook, the preparation, cooking and serving of food and beverages.

Duties and Responsibilities:

- Preparation of food according to instructions given.
- Cooking meals in accordance with menus or instructions given.
- Temperature recording in accordance with HACCP guidelines.
- Serving and dishing up food, including the presentation and garnishing of food and transporting food to tables.
- Issuing and receiving goods, stocktaking and the keeping of basic records.
- Transporting food stocks and materials from one area to another (e.g. from stores).
- Clearing/Cleaning of the kitchen complex and its surrounds, including equipment.
- General kitchen duties (eg. washing up, setting up and putting away equipment, tables and chairs).
- Reporting repairs/defects to Cook, the Site Services Team, or the School Business Manager dependent on circumstances.
- Awareness of hygiene and Health and Safety regulations.
- Attend training courses as required.
- Any other duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

The post holder must comply with Coventry City Council's and the schools health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Coventry City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Castle Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Notes:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Person Specification:

CRITERIA	ESSENTIAL QUALITIES
Qualifications	<ul style="list-style-type: none">○ NVQ Level 2 in Food Hygiene
Knowledge and Experience	<ul style="list-style-type: none">○ Health and Safety in a kitchen environment○ Food hygiene in a commercial catering environment○ Personal hygiene in the preparation and serving of food○ Awareness of lifting techniques○ Previous experience of working in a kitchen is preferred but not essential.
Skills and Abilities	<ul style="list-style-type: none">○ Able to prepare and present food in a variety of ways to meet staff requirements○ Able to communicate face to face with all staff and in a courteous and polite manner.○ Able to undertake relevant on the job training in food preparation and serving skills○ Able to work as part of a team, in order to ensure that tasks are completed.○ Able to identify stock requirements, and receive and check goods received○ Able to follow menu specifications in preparing meals○ Able to assist in the production of up to 100 meals within set deadlines○ Able to work in a hot and busy environment○ Able to adhere to City Council's Equal Opportunities policy○ Able to undertake training to understand the importance of health and safety; good personal hygiene and how to serve food

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

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