Job Description	
Post:	Catering Assistant
Pay Scale:	Grade 1 SCP 2-3
Responsible to:	Kitchen Manager
Main Location:	School Based

Main Duties

- 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 the Kitchen Manager/Cook and colleagues with school hospitality functions.
- 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 and cleaning of all kitchen items including spaces.
- To prepare the dining room and main hall for service, including cleaning, sweeping, mopping and laying of tables when necessary.
- 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 or children with allergies.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance. with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- To ensure all tasks are carried out with due regard to Health & Safety.

- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application		
	Essential / desirable	**Evidence**
Qualifications		
Good standard of education. GCSE or equivalent qualifications, including evidence of academic competency in literacy and numeracy	Essential	A/I
Relevant Level 2 Training and Cookery Qualification, Food Safety and/or equivalent experience required.	Desirable	A/I
First Aid qualification	Desirable	A/I
Knowledge & Experience		
Food hygiene and cookery skills	Desirable	A/I
Knowledge and understanding of catering related legislation, such as Natasha's Law 2021	Desirable	A/I
Experience and knowledge of working in a large-scale catering environment	Desirable	A/I
Technical Skills & Ability		
Knowledge of safeguarding issues	Desirable	A/I
Willingness to participate in relevant training and development opportunities	Desirable	A/I
Personal characteristics		
Ability to work within a team	Essential	A/I
Ability to organise workload and work effectively under pressure	Essential	A/I
Good communication skills and an ability to relate well with others	Essential	A/I
Ability to work on own initiative	Essential	A/I
Excellent attendance/punctuality record	Essential	A/I
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R

Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R