

THE DOVE-SHELL FEDERATION

JOB DESCRIPTION

Job Title:

Catering Assistant

Employer:

The Dove-Shell Federation

School:

East Crompton St James CE (VA) Primary School

Grade: GRADE 1

Job Purpose:

To undertake all aspects of Catering duties to include basic food preparation, serving of meals and all aspects of cleaning as directed by the Cook Supervisor.

To work as part of the Catering team taking responsibility that excellent delivery standards and service reputation are maintained at all times.

Key Tasks:

1. To assist the Cook Supervisor as required with the daily preparation of menu choices.
2. To assist as required with the serving of meals.
3. To work as part of the Catering Team which may include working at different kitchens within the Federation.
4. To undertake as required all aspects of cleaning duties as directed by the Cook Supervisor.
5. To comply with all aspects of the Federative Policies and Procedures, this includes Health and Safety.

Standard Duties:

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
2. To be familiar with customer care and health and safety policies of the Council/ Directorate.
3. To attend as required all mandatory self-development training
4. To undertake any additional duties commensurate with the grade of the post.

Contacts:

Catering Management Team, Cook Supervisor, Pupils, Local Authority Officers, Colleagues from schools both inside and outside of the Local Authority, Other services/Partners

Relationship To Other Posts In The Department:

Responsible to: Cook Supervisor on Site

Responsible for: N/A

Special Conditions:

Enhanced DBS required

THE DOVE-SHELL FEDERATION
PERSON SPECIFICATION

Job Title: CATERING ASSISTANT

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed	
			Essential	Desirable
Education & Qualifications	<p>To be willing to undertake Personal Development Training as required.</p> <p>Good numeracy/literacy skills.</p> <p>To have undertaken or be willing to undertake a course in Food Hygiene.</p> <p>To have a knowledge of relevant Health and Safety and willingness to undertake training as required</p>		<p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>	
Experience		Experience of working in an industrial Catering environment.	Application Form	
Skills & Abilities	<p>Ability to work as part of a team.</p> <p>Ability to demonstrate and promote positive values, attitudes and behaviours.</p> <p>Ability to relate well to children and adults.</p> <p>To demonstrate initiative.</p> <p>To be able to work flexibly as determined by service demands</p>		<p>Application Form Interview</p> <p>Application Form Interview</p> <p>Application Form Interview</p> <p>Application Form Interview</p> <p>Application Form Interview</p>	
Knowledge		Experience of working in an industrial Catering environment.	Application Form	

Work Circumstances	<p>Willingness to undertake further training and development.</p> <p>Ability to travel between sites as may be required by service demands.</p> <p>Ability to attend staff meetings and training as required and appropriate.</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p>	
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NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.