

Job Description

Academy/School	Deeplish Primary Academy
Job Family	Catering
Job Title	Catering Assistant
Grade	FT Grade 1 – SCP 3-4
Accountable to	Headteacher/Principal
Line manager	Catering Lead

Purpose of role

Performs a variety of manual tasks associated with food production and service in the catering unit. Complies with all appropriate legal and the Trust's catering company requirements to ensure a high standard of meals are prepared in a safe, hygienic and timely manner.

Duties and responsibilities

Food production

- To assist as directed with all aspects of basic food preparation in accordance with food hygiene procedures.
- Cleaning and clearing of food production areas.

Food service

- Prepares counters and dining areas for service.
- Preparation and setting out of condiments.
- Service of hot and cold food and beverages.
- Ensures sufficient food supplies throughout the service period.
- Clearing and cleaning counters of debris during service.
- Clearing and cleaning of counters and service equipment after service.
- Clearing and cleaning of tables.
- Apply good portion control
- Able to reduce waste.
- Able to store food and equipment appropriately in line with school procedures.

Cleaning/washing up

- Clearing down before, during and after service.
- Washing up of crockery, cutlery, glassware, utensils, etc., as required, either via automatic dishwasher or hand sinks.
- To maintain a high standard of hygiene and safety within the workplace.
- To undertake all aspects in the cleaning of equipment- in accordance with the Cleaning Schedule and to log this as required.

Customer service

- Greets all pupils, staff and visitors helpfully and courteously.
- Gives pupils information about products.
- To report any pupil complaints or compliments to the manager.
- Knows children with allergens

May be required to:-

- Keep limited records (e.g., counter checks and stock sheets.
- Assist with the preparation and service at special functions.

Fulfill wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the School and the Trust.

- Develop effective professional relationships with governors, colleagues, families knowing how and when to draw on advice and specialist support.
- To be willing and able to be part of a team of first aiders/fire wardens as may be required.
- Communicate effectively with pupils, school staff and visitors.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Personal and professional conduct

All Focus Trust staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a career with the Trust.

All Staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the School, by:

- treating governors, pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an School environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the School and the Trust, and maintain high standards in their own attendance and punctuality.

All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the School and of the Focus-Trust.

General

The post holder will:

- Be expected to actively support the work and ethos of the Focus-Trust.
- Be expected to undertake such additional duties as may reasonably be requested by the Principal/Headteacher or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Principal/Headteacher immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Comply with and support all policies related to equal opportunities, child protection and safeguarding of children and colleagues.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with Trust's procedures.

Signed Post holder

Signed Line manager

Dated

Catering Assistant
Person specification

Key:

App – Application Form

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview.

Knowledge, Experience and Skills		
	Essential/ Desirable	How identified
Experience		
Experience of working in a commercial kitchen	D	App/SP
Experience of preparing food, cooking and serving in a busy kitchen environment	D	App/SP
Experience of working in a school environment	D	App/SP
Experience of team working to work effectively with others and meet deadlines and goals	E	App/SP
Skills and abilities		
Communication skills to deliver polite, courteous and effective customer service to all users of the service	E	App/SP
Interpersonal skills to build and maintain effective working relationships	E	App/SP
Organizational skills	E	App/SP
Basic literacy and numeracy skills	D	App/SP
Able to undertake some tasks which need some physical effort and fitness appropriate to the duty	E	App/SP
Ability to relate well to children and adults	E	App/SP
Knowledge		
Knowledge of key areas of Health and safety	D	App/SP
Knowledge and understanding of equality and diversity issues within a school community	D	App/SP
Understanding of healthy eating options	D	App/SP
Understanding of allergens and what that means when preparing and serving food	D	
Child protection		
<i>Understands why safeguarding is important when working with children.</i>	E	App/SP
Qualifications		
Basic food hygiene certificate, or to achieve within induction period	E	App/SP
NVQ 2 in catering or equivalent	D	App/SP
First Aid Certificate (or willingness to obtain)	E	App/SP
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)	E	SP
Good communicator	E	SP
Child centered	E	SP
Self motivated	E	SP

Integrity – Responsible adult role model and being a positive influence	E	SP/Ref
Works to deadlines	E	SP/Ref
Enthusiastic and optimistic	E	SP/Ref
Reliable and understanding the importance of good attendance	E	SP/Ref
Self-awareness, knowledge of strengths and limitations	E	SP/Ref
To be flexible and adaptable to the ever-changing needs of the school	E	SP/Ref
Able to remain calm and focused in a busy and demanding environment	E	SP/Ref