

**JOB DESCRIPTION**

**Effective Date: September 2021**

<b>Post Title:</b>	<b>Catering Assistant</b>
<b>Salary:</b>	<b>Level 2 (SCP 2-4)</b>

**MAIN PURPOSE OF JOB**

Responsible to the Catering Manager or Chef for the effective operation of the school catering provision by assisting in the preparation, cooking and serving of meals and dining room arrangements for staff and pupils. Maintenance of the highest standards of food hygiene and health and safety within the catering environment.

**POSITION IN ORGANISATION**

The post holder is accountable to the Catering Manager.

**MAIN ACCOUNTABILITIES and DUTIES**

**CATERING PROVISION**

1. Assist in the preparation and cooking of all meals in line with National Nutritional standards.
2. Assist in the serving of meals in line with agreed procedures and maintaining counter presentation.
3. Assist in the washing and clearing away of all associated equipment, utensils and crockery.
4. Adhere to the rota systems in place for maintenance of cleanliness and hygiene
5. Assist with stock control and rotation of stock.
6. Occasionally assist with special functions, which may be outside of normal working hours.
7. Till operation.
8. General cleaning duties in the restaurant as required.

**PUPILS**

1. Prepare set out and clear away dining room equipment when required
2. Wipe tables and maintain a clean and safe dining environment between sittings.
3. Support school policies by reinforcing acceptable behaviour of pupils whilst in the dining hall.
4. Report incidents involving pupils welfare of behaviour to members of midday supervision.

**HEALTH & SAFETY**

1. Comply with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
2. Safely operate kitchen equipment at all times.
3. Report any identified repair of kitchen equipment immediately on detection to the Catering Manager.
4. Maintain a clean and hazard free working area and adhere to cleaning rotas.
5. Report any accidents and incidents to the Catering Manager.
6. Assist in the security of the catering area at all times.

7. Maintain high standards of cleanliness, personal hygiene and appearance.
8. Report all accidents and unfit foods to the Catering Manager.

**OTHER**

1. Work as part of the Catering Team.
2. Actively contribute to development initiatives to improve the efficiency and effectiveness of the catering service.
3. Undertake training as required.
4. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Catering Manager.
5. Ensure that all duties and services provided are in accordance with the School's Equal Opportunities framework.
6. Carry out any other duties as directed by the Headteacher or Catering Manager, in accordance with the nature of the job as described above.

**Health & Safety**

You are required to be aware of and comply with the school's Health and Safety policy at all times and act proactively in all matters relating to health and safety.

**Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Lynch Hill Enterprise Academy or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

**Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1998.

**Safeguarding Children**

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed: ..... Date: .....

# Person Specification

## Catering Assistant

	Essential	Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• NVQ Level 1 Foundation Level - Catering Counter Assistant or equivalent</li> <li>• Relevant Certificate in Food Hygiene</li> </ul>		✓ ✓
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>• Knowledge of basic cooking techniques</li> <li>• Able to work as part of a team</li> <li>• Understanding of catering standards and food hygiene</li> <li>• Knowledge of till operation and handling money</li> <li>• Able to adapt in role to take on different tasks if necessary</li> </ul>	✓ ✓ ✓ ✓ ✓	✓
<b>Experience</b> <ul style="list-style-type: none"> <li>• Minimum of 2 years' recent experience of working in a catering environment as a Catering Assistant or equivalent level</li> <li>• Have experience of mass catering.</li> <li>• Have experience of Health and Safety procedures within a catering service</li> <li>• Have experience of rotation of supplies</li> </ul>	✓	✓ ✓ ✓
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>▪ High standards of cleanliness, personal hygiene and appearance</li> <li>▪ A sense of humour</li> <li>▪ A flexible and adaptable approach</li> <li>▪ A desire to continue to learn and develop</li> <li>▪ Resilience and determination to be successful</li> <li>▪ Commitment to safeguard and promote the welfare of children and young people</li> </ul>	✓ ✓ ✓ ✓ ✓	✓