

## Brentwood Ursuline Convent High School Job Description



## Senior Catering Assistant

<b>Job Title</b>	<b>CATERING: SENIOR CATERING ASSISTANT: Basement Cafe</b>
<b>Applicable to</b>	Secondary Schools
<b>Grade</b>	2020 Scale 3
<b>Reports to</b>	CATERING MANAGER
<b>Responsible for</b>	Kitchen Staff during agreed mealtimes
<b>Liaison with</b>	Other Catering staff, suppliers, students, staff
<b>Job Purpose</b>	To assist with the provision of a high quality food and beverage service.
<b>Specific Catering Duties:</b>	<ul style="list-style-type: none"> <li>• To run the basement kitchen, reporting directly to the Catering Manager.</li> <li>• Preparation, cooking and serving of all food in the basement cafe.</li> <li>• Oversee any other catering staff working in the basement kitchens.</li> <li>• Daily catering duties including stock rotation, ordering and stock take; manage stock delivery; general cleaning of the area and equipment on a daily basis.</li> <li>• Doing daily temperature, food and equipment checks and recording.</li> <li>• Report equipment faults to the Catering Manager.</li> <li>• Undertake basic office duties, to include end of day reconciliations (and record them) Checking of invoices and passing to the Finance Office for payment; assist with Kitchen Stock take if necessary.</li> <li>• Undertake student queries on the computer, if required.</li> <li>• Assist in main kitchen when required e.g. Christmas Dinner days.</li> <li>• Attend relevant Health &amp; Safety and Food Safety courses to ensure area is compliant.</li> <li>• Show good customer services skill, in liaison with staff, senior staff and students as required.</li> </ul>
<b>General Catering Duties:</b>	<ul style="list-style-type: none"> <li>• To follow menu plans agreed with the Catering Manager for meal times.</li> <li>• To deputise for the Catering Manager as required.</li> <li>• To take responsibility for the supervision of other kitchen staff during mealtimes you are responsible for (i.e. breakfast, tea, supper).</li> </ul>

	<ul style="list-style-type: none"> <li>• To assist the Catering Manager with the preparation of menu plans.</li> <li>• To ensure staff absences from your shift are reported to the Administrative/Finance Officer.</li> <li>• To liaise as appropriate regarding staff cover.</li> <li>• To follow the menu and recipes agreed.</li> <li>• To occasionally assist with special functions which may be outside of normal working hours.</li> <li>• To carry out cleaning duties within the kitchen and dining areas as required.</li> <li>• To follow sound hygiene practices.</li> <li>• To ensure that health and safety regulations are observed in working practices.</li> <li>• To assist with the issue and recording of catering supplies as required.</li> <li>• To assist with the operation of control procedures as required.</li> <li>• To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.</li> <li>• To provide cover for absence colleagues as and when required.</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>

## CATERING: COOK

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of the preparation, cooking and service of food and beverages to the required standard Experience of deputising for the Catering Manager Experience of supervision of kitchen staff Educated to NVQ level 2
	Knowledge of relevant policies and procedures	Knowledge of health and safety, and food hygiene regulations Understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
	Literacy	Good working knowledge and ability to follow menu and recipes agreed
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use kitchen and cleaning equipment and supervise others when required
<b>Communication</b>	Written	To assist the Catering Manager with the preparation of menu plans, to complete forms as required
	Verbal	Ability to exchange verbal information clearly with children and adults
	Languages	Use initiative to overcome communication barriers with children and adults
	Negotiating	Consult with colleagues
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children,

		their families and carers and other adults
	Team work	Ability to work effectively with others in the school
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Line Management	To supervise other kitchen staff during mealtimes
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Ability to follow sound hygiene practices
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role