

**Job Description****Job Title:** Senior Catering Assistant**Location:** Columbus school and college**Hours of work:** 20 hours**Reports to:** Catering Manager**Purpose of the Role:**

Supporting the CM and her team in the day to day running of the **kitchen** in compliance with relevant Health & Safety and Food Hygiene requirements. Applicants must possess the ability to **work** flexibly and as part of a team, and prior experience is preferable.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

**Responsibilities:**

To prepare food in the school kitchen and serve food and beverages in the college kitchen. Working on their own at lunch time in the college kitchen.

Undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft), floors, fixtures and fittings, cooking utensils, cutlery, glassware, etc. as directed.

During service times, ensure tables and counters are clean as reasonably practicable and adequately stocked.

Maintain high standards of personal and general cleanliness and hygiene, to comply with statutory and school regulations/expectations.

On occasions, as required, take the college lunches over by trolley.

Attend training activities and meetings as required

Support and collaborate with the wider lunchtime team as appropriate (e.g. Midday Assistants)

Occasionally assist with special functions at the academy outside of normal working hours

Report any concerns/complaints and take any necessary action as appropriate.

Report immediately any fire, accidents, theft, breakages, unfit food or other irregularities.

Respect confidentiality at all times

Participate in the performance and development review process, taking personal responsibility for learning and development with support from your line manager.

Deputise for the catering manager in their absence and manage the catering serving in college independently.

Understand and comply with school policies and procedures in relation to health, safety and hygiene

Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

Ensure that all duties and services provided are in accordance with the academy's equal opportunities policy.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkableness with us.



**Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



**Person Specification**

**Job Title: Kitchen Assistant**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Relatable qualifications (e.g. catering)</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Experience of the preparation and cooking of simple food and beverages</li> </ul>	<ul style="list-style-type: none"> <li>• General understanding of the operation of a school</li> </ul>
<b>Skills</b>	Abilities	<ul style="list-style-type: none"> <li>• Communication and Teamwork skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use kitchen and cleaning equipment</li> </ul>
		<ul style="list-style-type: none"> <li>• Basic reading, writing and maths skills</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
		<ul style="list-style-type: none"> <li>• Ability to follow instructions</li> <li>• Ability to work well as a team</li> <li>• Good time management</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
		<ul style="list-style-type: none"> <li>• Basic understanding of Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality</li> <li>• Committed to promoting the welfare and safeguarding of pupils.</li> <li>• Prepared to learn in the role</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>◦ Be unusually brave</li> </ul> </li> </ul>	



		<ul style="list-style-type: none"> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>● Right to work in the UK</li> <li>● Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	●

