



CATERING ASSISTANT

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of assisting with preparation and service of food and beverages Experience of supervision of staff Level 2 Award in Food Safety in Catering (Safe Food Handling) This will be provided for you
	Knowledge of relevant policies and procedures	General understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene Ensure that Health and Safety regulations are observed in working practices
	Literacy	Working knowledge and ability to follow menu plans and recipes agreed
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use kitchen and cleaning equipment and supervise others when required
Communication	Written	Experience of recording catering supplies and complete forms as required
	Verbal	Ability to exchange verbal information clearly with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with colleagues
Working with children	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	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	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, as required
Responsibilities	Organisational skills	Good organisational skills
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	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