

## **JOB DESCRIPTION**

### **Catering Assistant**

**Job Title:** Catering Assistant  
**Grade:** Level 2 SCP 4  
**Responsible to:** Catering Manager/Cook

#### **KEY ROLE:**

The post holder will be responsible for providing a friendly and efficient catering service. This may include the handling of all foods within the catering section and the preparation of dishes/food items for service.

#### **MAIN DUTIES AND RESPONSIBILITIES**

- To participate in the preparation of food items in line with the day's menu or with batch baking, where appropriate.
- To display counter foods effectively and ensure the counter area is kept clean and tidy.
- To serve meals, and to give attention to tables if necessary while maintaining high standards of customer care.
- To assist with the maintenance of quality standards within the catering department.
- To adhere to the cook-safe management system to all the house rules & critical control points.
- To prepare the dining facilities – this includes, where appropriate the placing and removal of the tables and chairs to and from the storage area and also with the cleaning of the area after service.
- In addition, any other reasonable duties as requested by the Catering Manager.
- To participate in the care and the cleaning of the kitchen areas, dining room and equipment as required.
- To wear appropriate clothing as required by the Catering Manager.
- To cooperate with the Catering Manager with regard to compliance with all food safety legislation relating to the catering industry, with all Health & Safety legislation and with the rules, regulations etc. of Southend Borough Council.
- To wash all equipment, both kitchen and service items.

#### **General**

- 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.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

**Post Holder's Name:** .....

**Signature:** ..... **Date:** .....

**Line Manager's Name:** .....

**Signature:** ..... **Date:** .....

### Job Role Person Specification

	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Health and Hygiene Certificate</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in a catering environment</li> <li>• Experience working to specified procedures consistently.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school environment.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise work effectively and respond to unplanned situations</li> <li>• The ability to complete tasks speedily and accurately.</li> <li>• The ability to communicate effectively with colleagues, pupils, staff and visitors.</li> <li>• The ability to work either alone or as part of a team.</li> <li>• Ability to work as part of a team</li> <li>• The ability to understand written instructions/information</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to complete all necessary documentation including timesheets, temperature sheets and cleaning schedules.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• High standards of personal hygiene.</li> <li>• Proactive approach to work being responsive, empathetic and supportive to all within the school</li> <li>• Able to establish effective relationships with those working in and with the school</li> <li>• Ability to build and form good relationships with colleagues and students</li> <li>• Ability to respond positively to and actively support Senior Management within the Trust</li> <li>• Understand the importance of physical and emotional wellbeing of staff and pupils</li> <li>• Have a sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Able to contribute new ideas and ways of working</li> </ul>