



JOB DESCRIPTION

Title of Post:	Catering Assistant
Scale / Point:	Scale 2, Points 2-3
Responsible to:	Headteacher, Catering Manager

Job Purpose:	To perform a variety of manual tasks associated with food production and food services in the school kitchen.
DUTIES: Food Preparation	<ul style="list-style-type: none"> • Baking and decorating all cakes and tray bakes for the school canteen. • Basic food preparation e.g., vegetables, salads, cakes, pizza, pasta. • Preparation of all food types. • Cleaning and clearing of food production areas, including laundry and toilet areas.
Food Service	<ul style="list-style-type: none"> • To prepare counters and dining areas for service. • Service of hot and cold food and beverages. • Replenishing and tidying of counters. • Clearing and cleaning of all areas of the kitchen during preparation, during service and end of day cleaning. • Act on direction from duty manager during the day, in a safe and purposeful manner. • Meet all daily targets at requested times for each service window. • Perform all tasks in a safe and hygienic manner. • Assist all staff where needed in a team environment with a “can do” initiative and attitude. • Is enthusiastic and hard working in all duties. • Can work under pressure and on their own in some aspects of the job. • Able to solve and resolve any day-to-day issues without direct supervision. • Organises and prioritises tasks and sees them through to completion. • Be professional in contact with our customer base.
General:	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust’s Equality & Diversity Policy • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.



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.

This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

PERSON SPECIFICATION

CATERING ASSISTANT

	Detail	Examples
Qualifications & Experience	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> 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
Communication	Verbal	<ul style="list-style-type: none"> Ability to exchange verbal information clearly with children and adults
	Languages	<ul style="list-style-type: none"> Overcome communication barriers with children and adults
	Negotiating	<ul style="list-style-type: none"> Consult with colleagues
	Behaviour Management	<ul style="list-style-type: none"> Understand and implement the school's behaviour management policy
Working with children	SEN	<ul style="list-style-type: none"> Understand and support the differences in children and adults and respond appropriately
	Health & well being	<ul style="list-style-type: none"> Understand the importance of physical and emotional wellbeing
	Working with partners	<ul style="list-style-type: none"> Understand the role of others working in the school
Working with others	Relationships	<ul style="list-style-type: none"> Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Teamwork	<ul style="list-style-type: none"> Ability to work effectively with others in the school
	Information	<ul style="list-style-type: none"> Ability to provide timely and accurate information, as required
	Organisational skills	<ul style="list-style-type: none"> Good organisational skills
	Time Management	<ul style="list-style-type: none"> Ability to manage own time effectively
	Creativity	<ul style="list-style-type: none"> Willingness to contribute ideas and suggestions to the working environment
	Equalities	<ul style="list-style-type: none"> Committed to equality and diversity
General	Health & Safety	<ul style="list-style-type: none"> Committed to our Health and Safety policies and procedures
	Child Protection	<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of children and young people
	Confidentiality/Data Protection	<ul style="list-style-type: none"> Compliance to Data Protection Act 2018 and GDPR principles/ requirements