



**Job title:** Catering Assistant

**NJC SCALE RANGE:** [Scale 1] Point 2

**Responsible to:** Chef Manager

**Purpose:**

To assist, as directed, with all aspects of the preparation of food and beverages to the standards required by the school.

***Main Duties:***

- To assist with the preparation and cooking of food and beverages.
- Serving customers at the counter/hatch or from a trolley or kiosk as required.
- To 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, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.
- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
- To attend training activities and/or meetings as required.
- Occasionally, to assist with special functions at the school which may be outside of normal working hours.
- To report any customer comments or complaints and take any necessary remedial action if appropriate.
- To report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
- To follow health and safety requirements and initiatives as directed
- To ensure compliance with Data Protection legislation
- To operate within the School's Equalities policies
- To be committed and contribute to improving standards for students
- To carry out any other reasonable duties, as directed by the Headteacher or Line Manager.

***Support for the school***

- Be committed to safeguarding and promoting the welfare of children and young people.
- Be aware of and comply with policies and procedures relating to, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.

- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- 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 comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equalities policies.
- Adhere to professional business standards of dress, courtesy and efficiency, in line with the ethos of the school

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

**Notes:**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of the Conditions of Employment
- The job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying them out
- This 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 post holder

## Catering Assistant - Person Specification

Qualifications and experience	Essential	Desirable
Possess or are willing to undertake the necessary training to obtain a Food Hygiene Level 2 Certificate and have a good understanding of Health and Safety requirements.	✓	
Basic reading and writing skills.	✓	
Basic numeracy skills	✓	
This is a public facing role and the successful candidate must speak fluent English.	✓	
Knowledge and Experience		
Prior experience of working in a catering environment; preparing and cooking food and beverages.		✓
Ability to use kitchen and cleaning equipment.	✓	
Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware, etc.		✓
General understanding of the operation of a school.		✓
Skills & Abilities		
Able to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.	✓	
Ability to work in a physically demanding kitchen environment.	✓	
Able to complete basic forms.	✓	
Ability to use initiative.	✓	
Ability to exchange routine verbal information clearly with children and adults.	✓	
Ability to seek support to overcome communication barriers with adults and children.	✓	
Ability to understand and implement the School's behaviour management policy.	✓	
Ability to accept and follow instructions clearly.	✓	
Personal		
Physical and emotional resilience and reliability under pressure.	✓	
The ability to model the behaviour, values and attitudes we expect of young people.	✓	
Knowledge and understanding of safeguarding.	✓	
Commitment to equal opportunities.	✓	
Ability to be flexible re hours at times of pressure.	✓	
General		
Awareness of and promotion of equality.	✓	
Good understanding of Health & Safety.	✓	
Good understanding and effective implementation of Child Protection	✓	
Understand and comply with procedures and legislation relating to confidentiality.	✓	