

Job Outline
Catering Assistant

Responsible to:	Catering Manager
Salary Grade:	LGS Scale 2 (Points 3-4)
Part Time:	5.5 hours per week (1 day), 38 weeks per year + 1 non-pupil day

The Colne Community School and College is an expanding school looking to recruit a diligent Catering Assistant to support the catering team in our newly renovated kitchen and refectory. Our catering team pride themselves on providing a high-quality dining experience for our students and staff and therefore the ideal candidate will have a strong focus on customer service and being a team player.

Job Purpose

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

Core Requirements

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics and in particular will:

- Inspire trust and confidence in students and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.

Key Responsibilities

- The preparation and simple cooking of food and beverages.
- Serving customers.
- To undertake cleaning duties as directed, including equipment (light and heavy), walls (up to 6ft.), floors, fixtures and fittings, cooking utensils, cutlery, crocker, glassware etc.
- During service times, to ensure that tables and counters are clean and 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.
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.

General Responsibilities

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence Policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the local governing committee to carry out appropriate duties within the context of the job, skills and grade.

The job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.