Job Description

Responsible to: **Kitchen Manager/Headteacher**

Responsible for: Assisting in the provision of catering services to the school.

Core Purpose

The key purpose of this role is to is to assist in the provision of catering services to the school.

The catering assistant will actively embrace the Trust's Touchstones, and through the delivery of the strategic priorities, strive for equity, equality, and inclusion for all.

Responsibilities:

- The basic preparation of food e.g. fresh vegetables, salads and fresh fruit under the supervision of the kitchen manager.
- Simple cooking duties under the supervision of the kitchen manager.
- Serving of meals to customers under the supervision of the kitchen manager.
- Others general kitchen and dining room duties e.g. washing up, moving tables and chairs, sweeping and mopping.
- With others cleaning the kitchen and its surrounds.
- To be aware of customer service needs.
- Under the direction of the kitchen manager to ensure that food is prepared and served in a safe manner.
- Under the direction of the kitchen manager to comply with all relevant legislation.
- Working in a cash cafeteria service there may be a requirement to handle cash.

Other Requirements

- Participates in training and performance management as required
- Up-to-date Enhanced DBS Disclosure
- Former knowledge or experience of catering is not required
- Ability to be physically active is essential
- Ability to learn basic skills through on the job training is expected
- Staff members to achieve the Level 2 Award in Food Safety over a period of time

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the role.

Person Specification

	Essential	Desirable
Right to work in the UK	*	
Knowledge		
Basic Food Preparation	*	
Ability to to achieve the Level 2 Award in Food Safety	*	
Experience		
General kitchen and dining room duties	*	
Serving meals to customers		*
Skills		
Good level of spoken English to communicate confidently, effectively, and accurately		*
Good 'customer' service	*	
Adheres to policy and procedure	*	
Completes work with accuracy and good presentation	*	
Develops and maintains effective working relationships with a wide range of people	*	
Training		
Open to personal development / willing to undertake job related training		*