

## **JOB DESCRIPTION**

**Job Title:** Catering Assistant

**Grade:** 3

**Salary Range:** SP9 – SP11

**Responsible to:** Cook/Supervisor

**Responsible for:** n/a

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### **Job Purpose**

To assist the Cook Supervisor in the day to day operation of the kitchen and provide students, staff and visitors with a pleasant meal experience which is value for money that meet the Lime Trust standard.

### **Key External Contacts**

Contractors and suppliers, Facilities providers,

### **Key Internal Contacts**

Head Teacher/Site Manager/Site Services Officer, Cleaners, Staff, Pupils

### **Duties and Responsibilities**

1. To assist with or directly support the preparation, service of food and beverages this may include preparing vegetables, making salads, rolling out pastry and assisting with good food presentation;
2. To carry out simple cooking functions like frying, cooking vegetables and making custard;
3. To prepare the dining area for the service of food and/or beverages;
4. To convey food and beverages from the kitchen to the food service area having due regard to the health and safety of all;
5. To clear away and wash-up after meal service;
6. To clean floors, set up furniture and equipment in servery, dining area or kitchen and ancillary areas;
7. To maintain a high standard of personal hygiene, and kitchen, work practice in accordance with legal requirements and the highest working standards.
8. Be aware and take responsibility for both health & safety in line with Health and Safety at Work act 1974, food hygiene working practices/legislation within the workplace.
9. To demonstrate a high standard of customer care and service when serving food and beverages in a polite and professional manner.
10. To be flexible and work at any station within the kitchen unit.
11. To assist the Cook/Supervisor with any catering arrangements that may be required for visitors.
12. To open and lock up catering areas if required;
13. To operate kitchen equipment as necessary after training, possibly unsupervised;
14. To manage or assist in other school kitchens within the Lime Trust where required;

## **Responsibilities**

1. To work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job;
2. Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person;
3. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment;
4. Appreciate and support the role of other professionals;
5. Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors;

## ***Personal & Professional Development***

1. Attend and participate in relevant meetings as required;
2. Participate in training, other learning activities and performance development;
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development;

## **Confidentiality and Data Protection**

1. To treat all information acquired through employment, both formally and informally, in strict confidence;
2. To be aware of the school's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this;

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head Teacher/Line Manager commensurate with the skills, abilities and grade of the post.

To be alert to issues of child protection, ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection concerns to the person responsible for child protection using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

### Person Specification – Catering Assistant

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
<b><u>Qualifications</u></b>			
GCSE Maths and English Grade A-C or equivalent	✓		A
Food hygiene certificate level 2	✓		A
NVQ Level 2 in Food Preparation & Cooking or equivalent	✓		A
<b><u>Experience</u></b>			
Experience of food preparation in a commercial kitchen environment.	✓		A/I
Experience of working with young people and/or within a school environment.	✓		A/I
<b><u>Skills, knowledge and Understanding</u></b>			
Good communication skills, both written and verbal	✓		A/I
Ability to work as part of a flexible team.	✓		A/I
Excellent customer service skills	✓		A/I
Must demonstrate a suitability to work with children.	✓		A/I
Ability to work under pressure to tight deadlines.	✓		A/I
Ability to understand health & safety and food hygiene standards, regulations and legislation.	✓		A/I
<b><u>Other Requirements</u></b>			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		
Evidence of commitment to safeguarding and protecting the welfare of children	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

\*I - Interview

T – Test/Presentation

A – Application Form