# KING JAMES I ACADEMY

# GENERIC JOB DESCRIPTION

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| **POST TITLE:** | **CATERING ASSISTANT** |
| **GRADE:** | **Grade A (SCP 5-8)** |
| **REPORTING RELATIONSHIP:** | **Reporting to the Catering Manager** |
| **JOB PURPOSE:** | **To assist in the preparation and delivery of the school catering service using high standards of food hygiene / handling and safe working practices.**  |
| **JOB SCORE** | **266** |

**MAIN DUTIES/RESPONSIBILITIES**

As a Catering Assistant you may undertaken any or all of the following duties and responsibilities.

1. Assist with the preparation and delivery of Academy Meal service including:
2. setting out meal trays, cutlery, tables and chairs and other servery equipment
3. washing up
4. operation of dishwasher
5. cleaning of kitchen and dining areas and equipment as required
6. serving meals, snacks and beverages as required
7. basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks
8. setting out of food / snacks and beverages displays, including where appropriate replenishing vending machines
9. Assist with food deliveries and storage of food and stocks as required.
10. Clean up spillages on tables and floors and clear food trays and cutlery away in line with academy procedures.
11. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
12. The post holder must carry out his/her duties with full regard to the Academy’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
13. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
14. Any other duties of a similar nature related to the post, which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY POLICIES, INCLUDING THE NO SMOKING POLICY.

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE ACADEMY.**

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#### GENERIC PERSON SPECIFICATION - CATERING ASSISTANT

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| **ESSENTIAL** | **DESIRABLE** |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria**No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Experience**  |  |  |  | D1 | Basic Food Hygiene Certificate  | AF, I |
| **Experience & Knowledge** | E1 | Experience of working in a team  |  | D2 | Previous catering experience  | AF, R, I  |
|  |  |  |  | D3 | Knowledge of Health and Safety practices at work relating to spillages, trips and falls | AF, R, I  |
| **Skills**  | E1 | Effective verbal communication skills  | I, R  |  |  |  |
|  | E2 | Experience of working with a range of people – Effective customer care skills  | AF, R, I |  |  |  |
|  | E3 | Ability to work on own and in a team | AF, R, I |  |  |  |
|  | E4 | Willingness to undertake further training / qualifications in catering field  | AF, R |  |  |  |
| **Special Requirements** | E5 | Motivation to work with children | AF,I,R |  |  |  |
|  | E6 | Ability to form and maintain appropriate relationships and personal boundaries with children | AF,I,R |  |  |  |
|  | E7E8 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining disciplineSuitability to work with children | AF,I,RD |  |  |  |

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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | CRB Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references