

Job Title: Catering Assistant

Academy: Unity City Academy

Reports to: Catering Manager

Main Duties and Responsibilities:

1. Preparation and simple cooking of food and beverages
2. Serving customers at the counter
3. To achieve prompt efficient services to agreed standards and times
4. Maintain excellent food hygiene standards and controls.
5. Establish and maintain good relationships with staff, students, clients and advisors.
6. Maintain and develop the service with integrity in the pursuit of excellence.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

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.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Director of Personnel.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The 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 holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Person Specification

The post-holder will be able to demonstrate the following:

Essential & Desirable

- Previous experience of working in a kitchen.
- Hold a Food Hygiene qualification.
- Team player with a passion for good food and service.
- Displays commitment to the Protection & Safeguarding of Children and young people.
- Knowledge of the Healthy Schools Agenda

Additional Requirements

- Occupational Health clearance.
- Receipt of a satisfactory enhanced DBS check.
- Receipt of two satisfactory references.