

HUMMERSKNOTT ACADEMY TRUST

JOB DESCRIPTION

POST TITLE:	Catering Assistant
GRADE:	Grade G SCP 11-13
REPORTING RELATIONSHIP:	Deputy Catering Manager Catering Manager
JOB PURPOSE:	<ol style="list-style-type: none">1. To assist in the preparation and delivery of the school catering service using high standards of food hygiene/handling and safe working practices.2. To safeguard and promote the welfare of children you come into contact with, to include adhering to all specified procedures.3. To work with colleagues contributing to school improvement and building effective teams.
HOURS & CONDITIONS OF SERVICE:	15 hours per week, term time only + 15 hours (46.8 weeks)

MAIN DUTIES/RESPONSIBILITIES

1. Assist with the preparation and delivery of the School Meal service.
2. Setting out meal trays, cutlery, and other servery equipment.
3. Washing up.
4. Operation of dishwasher.
5. Cleaning of kitchen and serving areas and equipment as required.
6. Serving meals snacks and beverages as required.
7. Basic food preparation including, preparation of vegetables (fresh and frozen), home bake products and snacks.
8. Setting out of food/snacks and beverage displays.
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 school procedures.
11. To treat students with respect and adhere closely to all school policies in relation to the safety and welfare of every child.
12. The postholder may be required to work at any site within the Academy Trust depending on service needs.
13. The postholder must carry out his/her duties with full regard to the Trust's Equality of Opportunities Policy in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
14. To comply with Health and Safety Policy and systems, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.

15. 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.

THE POST IS SUBJECT TO ENHANCED DISCLOSURE. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE.

Hummersknott Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

September 2018