

JOB DESCRIPTION

Job Title: Catering Assistant

Hours: 22.5 hours per week

Salary: £9.25 per hour (term time only)

Job Location: Oxclose Community Academy

Responsible to: Catering Manager

Purpose of Job:

* To work across the Trust to assist in the preparation, serving and presentation of all food and beverages, ensuring high standards of service and preparation at all times.

Principle Responsibilities

* Assist in the setting up and cleaning down of the dining area.
* Carry out general cleaning duties in all relevant catering areas.
* To operate a till and cashless financial system.
* To assist in the preparation of food and beverages in line with customer requirements and legislation.
* To assist in the service of all food and beverages and help advise customers to make healthy menu choices.

Main Duties

* Prepare the counter areas prior to service and clear down following service.
* Ensure that strict portion control is maintained.
* Assist in the completion of all plate wash and cleaning tasks / routines.
* Carryout general cleaning duties in all designated areas, including the movement of dining room furniture.
* Maintain high standards of personal and kitchen hygiene.
* Attend training sessions as and when required.
* Maintain good communication links and working relationship with all staff and customers and ensure that the appropriate customer complaint / compliment procedure is observed.
* To operate a cash / cashless system point, observing audit and financial procedures.
* Undertake similar duties within any other area of the catering organisation as deemed appropriate by the Catering Manager.
* The post holder must wear the appropriate uniform as provided and where applicable.
* The Postholder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
* The Postholder must act in compliance with data protection principles in respecting the privacy of personal information held by the Academy
* The Postholder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.
* The Postholder must carry out his or her duties with full regard to the Academy Equal Opportunities Policy, Code of Conduct and all other Academy Policies.
* The Postholder must comply with the Academy Health and Safety rules and regulations and with Health and Safety legislation.

PERSON SPECIFICATION

Person Specification for the Post of: Catering Assistant

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| Minimum Essential Requirements | Method of Assessment |
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| Skills/Knowledge |  |
| * Ability to communicate with people and work as part of a team | Interview / Reference / Application Form |
| * Basic awareness of cooking and general cleaning | Application Form |
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| Experience / Qualifications |  |
| * Basic awareness of Health & Safety and Food Hygiene procedure | Interview / Application Form |
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| Work Related Circumstances |  |
| * Able to promote and safeguard the welfare of the children and young people that you come into contact with |  |
| * Willing to undertake training and development in the post | Interview |
| * Commitment through a positive, proactive and caring approach to provide a quality catering service | Interview |
| * Commitment to Equal Opportunities | Interview |

Note to all Applicants: Please show on your application form whether or not you meet the above requirements.