

JOB DESCRIPTION

POST:	Catering Assistant
GRADE:	Living Wage
LOCATION:	Middlesbrough
LINE MANAGER:	Campus Catering Manager

SAFEGUARDING STATEMENT

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18. All staff are required to undertake safeguarding training.

MAIN DUTIES & RESPONSIBILITIES

1. To work as part of a team of catering assistants ensuring the catering service is delivered efficiently and effectively.
2. To clean crockery, cutlery and catering equipment as and when required.
3. To prepare meals and other foods for sale to staff and students, when required.
4. To serve customers food and beverages, and take accurate payment.
5. To cash up the till at the end of the day, recording accurate cash levels.
6. To ensure vending machines on the premises are full of stock.
7. To ensure the rotation of perishable stock, and that all food provided is within its use by date.
8. To keep the kitchen and dining area clean and tidy at all times.
9. To adhere to current food hygiene practices.
10. To participate in procedures such as stock takes as directed.

GENERAL ACCOUNTABILITIES

1. Ensure other members of the team have information to cover effectively for you in your absence.
2. To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
3. Ensure that the Corporation's Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
5. Ensure that the Corporation's Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
6. Ensure the safeguarding of learners at all times and report any potential issues without delay.
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
8. Any other duties commensurate with the nature and level of the post, as directed by the Campus Catering Manager or the Vice Principal (Resources).
9. This list is not exhaustive and is only an indication of responsibilities.

Signed _____ Date: _____
Catering Assistant

Signed _____ Date: _____
Isobel Southon - Campus Catering Manager

PERSON SPECIFICATION - CATERING ASSISTANT

ESSENTIAL	DESIRABLE
<p><u>Qualifications</u></p> <ul style="list-style-type: none">• Basic Food Hygiene/Food Handling Certificate	<ul style="list-style-type: none">• Intermediate/Advanced Food Hygiene/Food Handling Certificate
<p><u>Experience/Knowledge</u></p> <ul style="list-style-type: none">• Experience of cash handling	<ul style="list-style-type: none">• Previous experience of working in a commercial kitchen/canteen environment• Experience of working with children or vulnerable adults.
<p><u>Skills/Abilities</u></p> <ul style="list-style-type: none">• Flexible• Reliable and punctual• Good team worker• Able to work with accuracy• Friendly disposition	<ul style="list-style-type: none">• Confident disposition• Able to relate to staff and students of varying backgrounds• Excellent communication skills