

## **JOB DESCRIPTION**

**POST TITLE:** Catering Assistant

**BAND:** Grade 2

**REPORTS TO:** Trust Catering Manager/Chef manager

**MAIN PURPOSE:** Working to the direct instruction of the Cook/Catering Manager to assist in the preparation and delivery of the school catering service, adhering to Health & Safety requirements and other statutory regulations.

### **TASKS:**

- Cleaning of light and heavy kitchen equipment, dining areas and furniture following instructions to comply with all COSHH and safety guidelines
- Follow personal cleanliness and hygiene guidelines and rules
- Serving of meals, snacks and beverages as required, adhering strictly to hygiene regulations
- Setting out meal trays, cutlery, tables and other equipment
- Washing up
- Operation of dishwasher
- Basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks
- Setting out food/snacks and beverages displays, including where appropriate replenishing vending machines
- Assist with food deliveries, storage and management of food and stocks as required
- To maintain and update daily monitoring records including temperature charts for fridges, freezers and store rooms, routine probe tests for hot and cold foods and food sampling where appropriate
- Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

## PERSON SPECIFICATION

**POST TITLE:** Catering Assistant

**BAND:** 2

		Essential		Desirable	Stage Identified
QUALIFICATIONS/ TRAINING:	E1	Willingness to participate in training and development opportunities			AF, I
	E2	Basic skills/induction			AF, I
	E3	Food Hygiene Certificate			AF
EXPERIENCE:	E4	Experience of working as part of a team	D1	Previous catering experience	AF, I, R
SKILLS/ KNOWLEDGE:	E5	The operation of catering equipment/machinery	D2	Knowledge of COSHH and Health and Safety regulations	AF, I
	E6	The ability to communicate with children and adults			AF, I, R
	E7	A knowledge of basic catering practices			AF, I, R
	E8	The ability to work to deadlines			I
	E9	Be able to use own initiative and work as part of a team			AF, I, R
PERSONAL ATTRIBUTES:	E10	Pleasant and friendly manner			I, R
	E11	Reliable			R
	E12	A high level of personal cleanliness and appearance			I
	E13	A commitment to working as part of the whole school team and supporting the vision and aims of the school			AF, I, R
Special Requirements	E14	Motivation to work with children			AF, I, R, D
	E15	Ability to form and maintain appropriate relationships and personal boundaries with children			AF, I, R, D
	E16	Suitability to work with children			R, D
	E17	Be able to conduct a conversation and answer questions, for an extended period of time where necessary			AF, I, R

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

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