



WISE
ACADEMIES
We Inspire Success and Excellence

Job description: Catering Assistant

WISE Academies is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: SCP 3
Reporting to: Cook in Charge

Job purpose

To assist in the preparation, serving and presentation of all food and beverages as directed by the Cook in Charge whilst ensuring high level of customer satisfaction

Duties and Responsibilities

1. Assist in the setting up and cleaning down of the dining area
2. Carry out general cleaning duties in all relevant catering areas
3. To assist in the preparation of food and beverages in line with pupil requirements and legislation
4. To assist in the service of all food and beverages and help advise pupils to make healthy menu choices

Main Duties

1. Prepare the counter area prior to service and clear down following service
2. Ensure that strict portion control is maintained
3. Assist in the completion of all plate wash and cleaning tasks/routines
4. Maintain high standards of personal and kitchen hygiene
5. Attend training session as and when required
6. Maintain good communication links and working relationships with all staff
7. Assist in proactively promoting and marketing meal uptake through preparation, presentation and service of all foods to the highest standard
8. To wear the appropriate uniform as provided and where applicable

9.	To act in compliance with data protection principles in respecting the privacy of personal information held by the academy
Generic Duties relevant to all members of Staff	
1.	<p>Working with colleagues and other relevant professionals</p> <ul style="list-style-type: none"> ● Communicate effectively with other staff members, and any key stakeholders ● Collaborate and work with colleagues and other relevant professionals within and beyond the Trust ● Develop effective professional relationships with colleagues
2.	<p>Professional development</p> <ul style="list-style-type: none"> ● Keep personal knowledge and understanding relevant and up-to-date by reflecting on personal practice, liaising with the line manager and identifying relevant professional development to improve personal effectiveness ● Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust ● Take part in the Trusts appraisal and performance management procedures
3.	<p>Personal and professional conduct</p> <ul style="list-style-type: none"> ● Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school ● Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality ● Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community ● Respect individual differences and cultural diversity
4.	<p>The Trust</p> <p>The Mission Statement of our Trust is WE are a family of schools who exist to INSPIRE each pupil to believe in themselves so they experience great SUCCESS through our commitment to EXCELLENCE. Our philosophy is one of boundless aspiration...the sky is the limit. All staff are expected to be committed to this statement in everything they do</p> <p>It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and values</p> <p>All staff should act with professional integrity at all times, following the "Code of Conduct"</p> <p>Your base location will be identified in your offer of employment. However, you may be asked to work at any of the other Schools within the Trust and you should expect to travel between sites as required.</p>
5.	<p>Teaching and Learning</p> <p>This is our core principle and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core principle. This may mean undertaking tasks outside of your area of responsibility where required.</p>
6.	<p>Collective Responsibility</p> <p>At WISE Academies we are one team who, together, all commit to achieving our mission. All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders As a WISE Team we always act with Honesty, Integrity and Fairness in everything we do.</p>
7.	<p>ICT</p> <ul style="list-style-type: none"> ● All staff will be expected to utilise ICT and to improve communication and reduce paper use ● Security procedures must be followed when using ICT systems ● All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

8.	<p>Health and Safety</p> <ul style="list-style-type: none"> • Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust • In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.
9.	<p>Safeguarding</p> <ul style="list-style-type: none"> • WISE Academies is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by WISE Academies Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.
10.	<p>Data Protection</p> <ul style="list-style-type: none"> • WISE Academies takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Catering Assistant

Name:

Signed:

Date:

INSPIRE

SUCCESS

EXCELLENCE

Person specification – Catering Assistant

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ● GCSE Maths and English Grade 4 or equivalent ● Basic food hygiene award (preferred but not essential)
Experience	<ul style="list-style-type: none"> ● Experience of working in a commercial kitchen or catering environment; basic food prep, food handling, customer service and general cleaning.
Knowledge	<ul style="list-style-type: none"> ● Awareness of the need to maintain high standards of personal and kitchen hygiene ● Awareness of food allergy and intolerances
Skills and Competences	<ul style="list-style-type: none"> ● To assist in the setting up and cleaning down of the dining area ● Ability to carry out general cleaning duties in all relevant catering areas ● To assist in the preparation of food and beverages in line with pupil requirements and legislation ● To assist in the service of all food and beverages and help advice pupils to make healthy menu choices ● Willing to attend training session as and when required ● Maintain good communication links and working relationships with all staff ● Assist in proactively promoting and marketing meal uptake through preparation, presentation and service of all foods to the highest standard ● Ability to act in compliance with data protection principles in respecting the privacy of personal information held by the academy ● A commitment to ensuring a safe environment for children, a thorough knowledge and understanding of safeguarding procedures
Personal qualities	<ul style="list-style-type: none"> ● Commitment to uphold the 7 principles of public life (the Nolan principles) at all times

Notes:

This job description may be amended at any time in consultation with the postholder.

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

INSPIRE

SUCCESS

EXCELLENCE