



JOB DESCRIPTION

Post title: Catering Assistant
Academy: Oxclose Community Academy
Reporting to: Head of Catering
Salary/pay range: SCP 3 £25,949 FTE
Hours of work: 20 Hours Per Week
Contract: Permanent

Job purpose

- To assist in the preparation, serving and presentation of all food and beverages, whilst ensuring high levels of customer satisfaction.

Main duties and responsibilities

- Prepare the counter prior to service and clear down following service.
- Assist in the setting up and cleaning down of the dining area.
- 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.
- Carry out general cleaning duties in all relevant catering areas.
- Ensure that strict portion control is maintained.
- Assist in the completion of all plate wash and cleaning tasks/routines.
- Maintain high standards of personal and kitchen hygiene.
- Attend training sessions as and when required.
- Recording and reporting of any accidents to self or others.
- Maintain good communication links and working relationship with all staff and customers and ensure that the appropriate customer complaint/compliment procedure is observed.
- Assist in pro-actively promoting and marketing meal uptake through preparation, presentation and service of all foods to the highest standard.
- To operate a cashless system point observing audit and financial procedures.
- Undertake similar duties within any other area of the catering organisation as deemed appropriate by the Head of Catering.
- 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/Trust.
- The postholder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy/Trust records and information.
- The Postholder must carry out his or her duties with full regard to the Academy/Trust Equal Opportunities Policy, Code of Conduct and all other Academy/Trust Policies.
- The Postholder must comply with the Academy/Trust Health and safety rules and regulations and with Health and Safety Legislation.

Additional Information:

- Any other duties as may reasonably be requested by the Headteacher/Deputy Headteacher/Head of Catering. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Other duties:

- Carry out any other duties in accordance with the expectations of Catering Assistant at the reasonable request of the reporting to and Catering Manager
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.
- Attend and participate in Training at the request of a Manager.