Job Description

Post Title	Catering Assistant
Grade	1
Location	Base is across all of the Trust's academies
Reporting to	Catering Manager

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To assist in the preparation of basic food items (vegetable preparation, salad, sandwich assembly etc) for the provision of our school catering service is required.
3. To maintain a clean, hygienic and safe working environment in compliance with food hygiene, health and safety legislations and departmental safe working practices.
4. To assist in the layout of dining room furniture/equipment and clearing of tables for all the operational needs of the school's catering provision.
5. To promote a professional image to customers and external parties in order to build confidence in the services the Department can provide.
6. To operate cash registers in accordance with Trust policies.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Small amounts of cash may be handled under close supervision at point of reconciliation.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	Basic Food Hygiene Certificate	✓		AF, C
	First Aid Qualification		✓	
	Health & Safety Training		✓	
Relevant Experience	Previous work experience in a kitchen environment	✓		AF, I
	Previous work experience in a school kitchen		✓	
	Knowledge of catering systems/machinery		✓	
	Understanding or Health & Safety Issues		✓	
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Able to work as part of a team	✓		
	Good organisation skills	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	An Understanding of COSHH Regulations		✓	
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
Written Skills	The post holder should have a good standard of literacy and numeracy.	✓		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)