# JOB DESCRIPTION

**Job title:** **Catering Assistant**
**Reports to:** **Headteacher / Head of School**

**Trust Ethos and Mission statement**

**Excellence through cultivating character, sharing talents and pursuing excellence.**

All members of the team employed by the Academy for Character and Excellence support and promote the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.

**Purpose of the Job**

To support the Kitchen Manager in preparing and cooking meals in school

**Key Duties**

**Operational**

- Preparation of meals; prepare food in accordance with agreed recipes/methods
- Prepare ingredients for meals under direction
- Decant and/or serve food for transportation to other schools and in own school servery
- Ensure that cooked and raw foods are kept separate during the preparation/cooking/service process
- Ensure that clean and dirty processes are kept separate

**Resources**

- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables
- Report faulty equipment and other maintenance requirements to the appropriate person
- Comply with school security arrangements, i.e. securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

**Organisation**

- Monitor and arrange orderly and secure storage of supplies
- Daily check for quality/safety, e.g. routine visual checks of equipment
- Operation of everyday equipment in accordance with instructions

**General responsibilities**

- Be aware and comply with policies and procedures relating to child protection, health, safety, security and confidentially, reporting all concerns to an appropriate person.
- Contribute to the overall ethos and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Comply with health and safety policies and procedures at all times
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment that supports equal opportunities

**Support the school and Trust by:**

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Participating in training and other learning activities and performance development as required

**Health and safety:**

As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trusts health and safety responsibilities

**Whole Trust commitment**

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the school's and Trusts extra-curricular activities
- To take an active part in the school and Trusts involvement with the wider community
- To ensure the children's safety at all times