

CATERING ASSISTANT JOB DESCRIPTION



JOB PURPOSE

To be part of the catering team responsible for ensuring that the food prepared is of the highest standard.

DUTIES

Duties may be modified by the Executive Principal, in consultation with the staff member, to reflect or anticipate changes in the job, commensurate with the salary and job title on an annual basis. Catering Assistants may be deployed across the Federation sites as required by the Catering Manager.

CATERING

FOOD PREPARATION

- To assist in the preparation of food as required.
- To make sandwiches/rolls etc.
- To prepare and cook vegetables as required.
- To fill chiller cabinet as required.
- To assist cook or manager with any food preparation.

FOOD SERVICE

- To assist customers when necessary, always being polite and courteous.
- To maintain high standards of presentation of food.
- To replenish counters throughout service.
- To set up refectory for breakfast.
- To set out cakes on servery ready for lunch/serve jacket potatoes.
- To control portion sizes and wastage.
- To be aware of menu items and prices.
- To serve food as and when required.
- Fill trolley with supplies for the refectory.

HYGIENE/CLEANING

- To wash up and tidy up in between food preparation.
- To be aware of hygiene regulations and maintain high standards of health, safety and hygiene.
- To use the temperature probe supplied to check temperature of food items prior and during food service times.
- To maintain the correct procedures for handling and storing food, rotating stock where necessary.
- To regularly clean equipment and surfaces thoroughly.
- To dispose of rubbish as and when necessary.

HEALTH AND SAFETY

- To follow policy on safety as outlined with training.
- To wear full uniform in all food areas with safe shoes which must be kept clean and smart.
- To operate dangerous machinery only after full training is given.

FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
- Support the vision and ethos of the Federation.
- Uphold routines for learning and uniform.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Contribute to the range of extra-curricular opportunities on offer to students.
- Any other reasonable duties as requested by the Executive Principal.

SAFEGUARDING, HEALTH AND SAFETY

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at www.rutlandfederation.com/policies.

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

All staff are responsible for ensuring safeguarding, health and safety policies and procedures are enforced in line with Federation policy and current legislation.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	EVIDENCE
<p>COMMITMENT A clear recognition of and commitment to all our aims as a high performing Federation.</p>		<p>Letter of application Interview</p>
<p>QUALIFICATIONS</p>	<p>A good basic level of education having at least 5 GCSEs at A*-C (or 9-4) including English and mathematics.</p> <p>Food hygiene qualification.</p> <p>Evidence of an interest in continued training.</p>	<p>Application form</p>
<p>EXPERIENCE Evidence of successfully working as part of a team.</p>	<p>Experience of working in a kitchen environment</p>	<p>Interviews References Letter of application</p>
<p>STAFF DEVELOPMENT An understanding of the importance of training. A proven desire to improve, with recent evidence of certified professional development.</p>	<p>Evidence of further training and / or qualifications.</p>	<p>College forms Letter of application Interviews</p>
<p>RELATIONSHIPS A willingness to work with our students.</p> <p>Good listening skills, the ability to communicate effectively and to work as part of a team with staff, College members, parents and members of the local community.</p>		<p>References Interviews Letter of application</p>