



JOB DESCRIPTION

Job Title: Catering Assistant

Grade: SCP 4

Reporting Relationship: The post holder reports to the Catering Manager and is ultimately responsible to the School Business Manager.

Job Purpose:

To support the catering function in providing a high quality catering service for Abbey Schools students and staff. To undertake food preparation duties and cooking tasks, to serve meals and refreshment, and to clean the kitchen and equipment.

Main Duties/Responsibilities:

- To cook and prepare food as directed by the Catering Manager in accordance with agreed menus to ensure that meals are prepared at the appropriate times
- To prepare and clear the dining facilities as instructed by the Catering Manager in line with school procedures
- To serve meals at appropriate times in the appropriate quantities/manner in order to meet customers' needs and agreed catering standards
- To assist with food deliveries and storage of food and stocks as required, ensuring food is stored in line with health and hygiene requirements
- To clean the kitchen, dining areas and equipment to a high standard to ensure hygiene standards are met
- Maintain tidy and organised work spaces and storage areas
- To undertake washing-up by hand and operate the dishwasher, including loading and unloading, and to ensure equipment is put away when clean and dry
- To clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
- Keep a check on stock levels and inform the Catering Manager of low stock levels
- Check equipment/machinery used and ensure health and safety guidelines are adhered to
- Work as support to other colleagues and the Catering Manager
- To carry out duties with full regard to the Academy's Equality Policy in terms of employment and service delivery to ensure that pupils and colleagues are treated and services delivered in a fair consistent manner
- To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both themselves and others
- To comply with all School and Trust policies
- To undertake any other duties of a similar nature related to the post and appropriate to the job grade, which may be required from time to time

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date : 06/10/22

PERSON SPECIFICATION – CATERING ASSISTANT

ESSENTIAL				DESIRABLE		
	<i>Criteria No.</i>	<i>ATTRIBUTE</i>	<i>Stage Identified</i>	<i>Criteria No.</i>	<i>ATTRIBUTE</i>	<i>Stage Identified</i>
Qualifications & Education				D1	Basic Food Hygiene Certificate	AF, C
Experience & Knowledge	E1	Demonstrable level of literacy and numeracy to be able to carry out the requirements of the post	AF, I	D2	Previous catering experience	AF, I
				D3	Knowledge of food hygiene	AF, I
				D4	Knowledge of health and safety at work	I
Skills	E2	Able to work successfully as part of a team and on own initiative	I, R			
	E3	Ability to communicate orally to a range of audiences	I, R			
Personal Attributes	E4	Able to remain calm under pressure	I, R			
	E5	Able to maintain a high standard of customer service	I, R			
	E6	Customer focused and confident when dealing with pupils and school staff.	I, R			
Special Requirements	E7	Reliable, with a flexible approach to work	AF, I			
	E8	Ability to form and maintain appropriate relationships and personal boundaries with children.	AF, I, R, D			

	E9	Satisfactory Disclosure and Barring Check	D			
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Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.