



JOB DESCRIPTION	
<b>Job Title</b>	Catering Assistant
<b>Reporting To</b>	Cook
<b>Line Manager Of</b>	n/a
<b>Pay</b>	Grade 2

Job Purpose
To assist in the preparation, delivery and/or serving of meals and associated cleaning.
Ensure compliance with relevant Health & Safety and hygiene regulations.
Be proactive in meeting the changing needs of our student in line with research and student feedback.

	Key Responsibilities
1	Under the direction of the Cook, prepare and cook appealing meals for our students within nutritional and dietary guidelines.
2	Ensure preparation and cooking is completed on time so students are served when expected.
3	Assist with the receipt and storage of supplies.
4	Be responsible for the distribution of snacks to classes.
5	Be responsible for the distribution of food technology lesson resources.
6	Support the cook with clear appropriate communication of menus to students well in advance of delivery.
7	Be responsible for the distribution of the SFVS deliveries to classes.
8	Be responsible for distribution of school milk to classes is carried out.
9	Support the Cook with the direction of work experience placements and apprentices to the kitchen.
10	Ensure Health & Safety and food hygiene standards are adhered to, participating in deep cleans and inspections when required.
11	Provide excellent quality catering for events the school are facilitating.
12	Undertake any other duties requested within the scope and grade of the role.

Safeguarding Responsibilities
1.Adhere to School Safeguarding Policy and ensure the safety of students at all times.



Information Management Responsibilities
1.Take reasonable care to ensure that personal sensitive data is managed in accordance with the schools policies and procedures.
Leadership Responsibilities
1.Be an excellent role model to both staff and students and adhere to the ALS Golden Rules at all times. 2.Able to work to the schools code of conduct.
Professional Standards
n/a



PERSON SPECIFICATION		
Qualifications	Essential	Desirable
Level 2 Maths and English or equivalent	x	
Level 2 Allergy Awareness certificate	x	
COSHH Certificate		x
Level 2 Food Safety certificate	x	
Skills and Knowledge	Essential	Desirable
Basic knowledge of the relationship between autism and food		x
Able to prepare and cook high volume sittings	x	
Able to prepare exciting and diverse meals that will engage students	x	
Able to clean to a very high and hygienic standard	x	
Experience	Essential	Desirable
Experience in a similar role in a similar setting	x	
Experience in directing the work of a small team	x	
Experience planning and ordering resources	x	
Values	Essential	Desirable
Able to demonstrate a "can do" attitude	x	
Flexible to customer need	x	
Other	Essential	Desirable
40 weeks per year – term time plus 5 days for planning and cleaning, days to be directed by school each year	x	
Commitment to continuing training / development of knowledge and skills. Insets must be attended	x	
Enhanced DBS and Children's Barred List Check.	x	

Original copies of certificates will be required prior to appointment.

Headteacher Name	Headteacher Signature
Ania Hildrey	<i>Ania Hildrey</i>
Employee Name	Employee Signature