



JOB DESCRIPTION

JOB TITLE	Catering Assistant
ACADEMY: Initially deployed at Alvaston Junior Academy	
GRADE	Grade B SCP 4 (£18,933 pro rota)

JOB PURPOSE

The post holder will be required to participate in the preparation, cooking and service of meals and ensure they are prepared and cooked to the same standard and timings.

KEY TASKS –

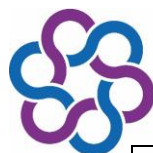
1.	Support with the preparation, cooking and service of food predominately for children and staff within the Academy, taking into account their individual needs and preferences.
2.	Support with the planning of menus within the guidelines issued, ensuring meals are wholesome and nutritious.
3.	Ensure the Assured Safe Catering policy is adhered to at all times and all documentation is kept up to date.
4.	Assist with the storage and control of stock, including checking deliveries.
5.	Ensure regulations, guidance and instructions for food hygiene in the kitchen in accordance with health and safety, COSHH and other requirements are followed at all times.
6.	Undertake cleaning and clearing and washing-up as directed in the kitchen and dining area.
7.	Refill and replace sauces, condiments and other consumables.
8.	Assist with moving and setting up and clearing away of dining furniture.
9.	Developing good customer relations with pupils and staff.

STANDARD DUTIES

1.	To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2.	To uphold and promote the values and the ethos of the school.

Chief Executive: Mr Antony Hughes

The Harmony Trust, Northmoor Academy, Alderson St, Oldham, OL9 6AQ
0161 260 0482 | info@theharmonytrust.org | www.theharmonytrust.org



THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

3.	To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4.	To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5.	To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6.	To attend and participate in relevant meetings as appropriate.
7.	To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

Pupils, staff and visitors to the school

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: Principal / Business Manager

Responsible for: N/A

SPECIAL CONDITIONS

Enhanced DBS Disclosure Required

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

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**PERSON SPECIFICATION****Job Title:** Catering Assistant

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Qualifications & experience	NVQ Level 2 in a related subject, e.g. catering, or willingness to undertake.		AF / I
	Level 2 Food Safety and Hygiene for Catering Certificate		AF / I
	Previous catering experience		AF / I
	Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework		AF / I
Skills & Abilities	Good communication skills.		AF / I
	Ability to work constructively as part of a team.		AF / I
	Ability to relate well to children and to adults.		AF / I
	Have flexible approach to work.		AF / I
	Demonstrate the understanding and ability to maintain a safe and hygienic working environment.		AF / I
	Customer focused.		AF / I
	Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.		AF / I
	Takes responsibility and accountability.		AF / I
	Committed to the needs of the pupils, parents and other stakeholders and challenge		AF / I



	<p>barriers and blocks to providing an effective service.</p> <p>Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</p> <p>Is committed to the provision and improvement of quality service provision.</p> <p>Is adaptable to change/embraces and welcomes change.</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Knowledge	<p>Knowledge of Assured Safe Catering procedure</p> <p>Knowledge of a range of health & safety procedures, e.g. COSHH, including moving, lifting and handling regulations</p> <p>Knowledge of a range of cleaning procedures required to meet specified standards</p> <p>Understand and recognise the importance of ensuring a secure and safe environment for children and young people</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Personal Qualities	<p>Committed to continuing personal professional development</p> <p>Willing to consent to apply for an enhanced DBS with barred list check.</p>		<p>AF/I</p> <p>AF/I</p>

Abbreviations: AF = Application Form; I = Interview.

NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview