



Catering Assistant Job Description & Person Specification

Job title:	Catering Assistant
Responsible to:	Catering Manager
Pay Scale:	Level 3, SCP 5 - 7
Hours:	25 hours per week - Monday to Friday, 9:00AM to 2:00PM
Contract Type:	39 weeks per year, term time plus 5 INSET days

Job purpose

The catering assistant is responsible for:

- Assisting in the provision of an efficient and effective catering service in accordance with healthy eating and DfE guidance.
- Assisting in the preparation, cooking, presentation and serving of meals and snacks.
- Ensuring that food hygiene and health and safety regulations are in place and adhered to, including the completion and recording of necessary checks.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

Operational

- To maintain good relationships with all staff, students, visitors, suppliers and contractors
- To check and put away deliveries as required ensuring food delivered is handled and stored correctly, including the rotation of stock
- To carry out cleaning and maintenance tasks within catering and dining areas to ensure a clean, safe and workable environment always
- To wash all kitchen utensils and equipment and put them away appropriately
- To maintain a high standard of food and kitchen hygiene
- To carry out and record details of equipment and appliance checks as required
- To carry out and record temperature testing as required
- To report any faults with equipment and appliances to the catering manager
- To inform the catering manager of stock levels and requirements
- To assist in the preparation and cooking of food to the highest standard
- To serve all food and beverages during service times, always having due regard to quality control and quantity
- To provide a good standard of customer service to all users of the catering area
- To carry out special catering function work as required

General

- To keep up to date with catering, food hygiene and health and safety developments and regulations, and communicate relevant information to staff
- To attend relevant meetings and training sessions
- To undertake first aid training and responsibilities as required



Castleview School

Woodstock Avenue

Slough

Berkshire

SL3 7LJ

Tel: 01753 810615

Email: recruitment@castleviewprimaryschool.co.uk

Headteacher: Miss Rebecca Austin

Safeguarding Children:

- Display a commitment to the protection and safeguarding of children and young people in line with the 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings'
- Report to the Headteacher ANY behaviour by colleagues or children which raises concern
- During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984;
- You are required to comply with the school's Health & Safety policy at all time

The Post Holder must promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policy. The Post Holder must be aware of the confidential nature of the work required.

The Post Holder will be expected to undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, as may be decided by the Headteacher or Governing Body in the context of the school's changing needs.

This job description may be amended at any time after consultation with the post holder.

Signed on behalf of the school:	
Print Name:	
Date:	

I acknowledge that I have seen, understood and received a copy of the job description.

Signed by the employee:	
Print Name:	
Date:	



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Food hygiene certificate or willingness to obtain one	Catering qualification
Experience	Experience of working in a school or similar establishment	Catering in a professional capacity
Knowledge and skills	- Able to communicate effectively with people of all ages and levels - Able to assist in the preparation, cooking and serving of food and beverages - Able to wash kitchen utensils and equipment as required - Able to carry out cleaning duties as required - Promoting the catering service and healthy eating options to its customers.	- Ability to identify meal options for specific individual needs - Knowledge of current legislation and requirements included in DfE guidelines for the provision of school meals - Knowledge of the importance of health and safety and food hygiene in a catering environment - Effective ICT and administration skills to complete appropriate tasks
Personal qualities	- Able to form good relationships with students, staff and service users - Able to follow direction from the catering manager - Able to work flexibly to meet deadlines and respond to unplanned situations - Desire to enhance and develop skills and knowledge through CPD - A commitment to the principles of healthy eating - Commitment to the highest standards of child protection and safeguarding - Recognition of the importance of personal responsibility for health and safety - Commitment to the school's ethos, aims and its whole community	