



# Chellaston Infant and Junior Schools



<b>1. Title of Post:</b>	Catering Assistant
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<b>2. Accountable and Responsible to:</b>	Head Cook and Head Teacher
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<b>3. Grade &amp; Salary:</b>	Scale 1 points 2-3 (£24,413 - £24,796 pro rata, term time only). Actual Pay: £7173.58 - £7286.12 – 12.5 hours a week – 11.45 am – 2.15 pm
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<b>4. Main Purpose of the Job:</b>	
a.	To assist in the preparation and serving of healthy school meals
b.	To maintain the cleanliness of the kitchen and dining areas.
c.	To support a calm and welcoming lunchtime environment for pupils

<b>5. Main Responsibilities of the Job:</b>	
<b>Kitchen</b>	
<ol style="list-style-type: none"> <li>1. Assist the cook supervisor with the preparation and cooking of school meals</li> <li>2. Kitchen cleaning and cleaning of equipment</li> <li>3. Assist in the preparation and cleaning of the dining area, including movement of furniture as appropriate</li> <li>4. To assist with the service of meals and washing up after meal</li> <li>5. Assist the other members of the school community with the promotion and implementation of healthy eating</li> <li>6. Assist with any extra catering required by the school other than the school meal</li> <li>7. Serve food to children and staff in a cheerful, friendly manner</li> <li>8. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.</li> </ol>	
<b>Cleaning and clearing</b>	
<ol style="list-style-type: none"> <li>1. Ensure all cleaning activities meet health, safety, and hygiene standards.</li> <li>2. Support with set up and clearing of tables, chairs and associated lunch equipment</li> <li>3. Wash and ensure proper storage of crockery, trays, cutlery and kitchen equipment</li> <li>4. Clean kitchen and hall areas and maintain good hygiene</li> </ol>	
<b>Health and Safety</b>	
<ol style="list-style-type: none"> <li>1. Ensure compliance with all health and safety regulations, maintaining records as required.</li> <li>2. Complete all training as required for the role</li> <li>3. Follow food hygiene, allergen and safety standards always</li> <li>4. Report any issues or concerns to the Head Cook or line manager</li> </ol>	
<b>Safeguarding Pupils</b>	
<ol style="list-style-type: none"> <li>1. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team</li> <li>2. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school</li> </ol>	

<b>Person Specification</b>	<b>Essential/ Desirable</b>
<b>Qualification Criteria</b>	
Food Hygiene level 1 and or 2	D
Allergen awareness	D
Basic First Aid qualification	D
<b>Experience</b>	
Experience of working in a school or similar environment	D
Basic understanding of school meal nutritional needs	D
Knowledge of basic food preparation	E
Willingness to undertake further training	E
<b>Personal Characteristics</b>	
Ability to work under pressure	E
Adaptability and flexible	E
Excellent time management and organisational skills	E
Friendly, approachable, and enjoys working with children	E
Ability to work as part of a team	E
Physically able to carry out cleaning and kitchen duties	E
Ability to work in a confidential manner	E
Able to maintain a safe, calm and happy ethos	E
Committed to the safeguarding and welfare of all pupils in the academy	E
A commitment to abide by and promote the school's equal opportunities, health and safety and child protection	E
Willingness to undertake training in any area identified	E

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment  
Please note, the role may involve some lifting and physical tasks