

Job Description – Catering Assistant

Job Title	Catering Assistant
Reports to	Catering Manager
Job Purpose	To assist with the provision of catering for the school
Duties	<ul style="list-style-type: none"> • To provide assistance with preparation, cooking and service of food and beverages to the required standard • To follow the menu and recipes agreed • To occasionally assist with special functions which may be carried out outside of normal working hours • To carry out cleaning duties within the kitchen and dining areas as required • To follow sound hygiene practices • To ensure that health and safety regulations are observed in working practices • To assist with the issue and recording of catering supplies as required • To stock and count cash from vending machines • To assist with the operation of control procedures as required • To assist with the supervision of students in the servery and dining areas • To report immediately any accidents, fire, theft, loss, damage or unfit food or other irregularities and take such action as may be appropriate or possible
General	<ul style="list-style-type: none"> • To undertake any training commensurate with the post. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.</p>
Health and Safety	<p>Under the Health and Safety at Work Act 1974 all employees are responsible for:</p> <ul style="list-style-type: none"> • Looking after their own safety and the safety of others affected by their work • Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards. • Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures. Taking part in any health and safety training and development identified as necessary by the Principal or their Line Manager. • Using work equipment provided correctly, in accordance with instructions or training. • Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented. • Reporting health and safety incidents, in accordance with the School's Health and Safety Incident Reporting Procedure. • Contributing to the safety education of pupils through the formal and informal curriculum. • Ensuring that any visitors in their care follow health and safety instructions. • Effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

Person Specification – Catering Assistant

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of assisting with preparation, cooking and service of food and beverages
	Knowledge of relevant policies and procedures	General understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene Ensure that Health and Safety regulations are observed in working practices
	Literacy	Working knowledge and ability to follow menu plans and recipes agreed
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use kitchen and cleaning equipment and supervise others when required
Communication	Written	Experience of recording catering supplies and complete forms as required
	Verbal	Ability to exchange verbal information clearly with children and adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEND	Understanding and support the differences in children and adults in relation to the role
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a contribution to the work of the team
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with others in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Time Management	Ability to plan and manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Safeguarding & Child Protection	Understand and support safeguarding and child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role