

## **Job Description**

**Post Title:** Catering Assistant

**Salary:** Scale 1

**Contract type:** 10 hours (over 5 days), Term Time Only, Permanent.

**Based:** Heathlands Primary School

**Start Date:** As Soon As Possible

**Reporting to:** Executive Head Teacher

### **Overall responsibility**

To assist with the preparation and serving of meals, ensuring a clean and safe kitchen and dining environment

### **Main Responsibilities**

- General kitchen duties, e.g. washing up.
- The serving of meals ensuring correct portion control
- Preparation of dining area, including the putting up and down of dining furniture.
- Cleaning the kitchen, its surrounds and equipment
- Basic preparation of food and simple cooking.
- Laundering of kitchen towels.
- Cleaning of dining furniture.
- Carrying out any other reasonable duties within the overall function of the job.
- The post holder must either hold a Basic Food Hygiene Certificate or be willing to undertake the necessary training to obtain this Certificate.

### **Health and safety**

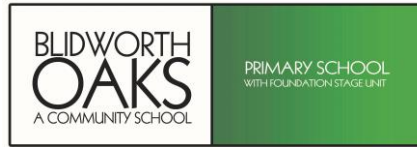
- Promote the safety and wellbeing of staff and pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Follow the school's Health and Safety Policy
- Strictly follow the school's School Food Policy and Food Safety Policies

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity
- Maintain strict confidentiality at all times in accordance with the Data Protection Act and the GDPR.



## Person Specification – Catering Assistant

Qualification Criteria	Essential/ Desirable
Basic Food Hygiene Certificate, or willingness to work towards	E
Experience	Essential/ Desirable
Experience of working within a school kitchen or small scale catering experience	D
Personal Characteristics	Essential/ Desirable
Able to work within a busy environment and set priorities	E
Ability to work under pressure	E
Adaptability and flexible	E
Excellent time management and organisational skills	E
Awareness of security and health and safety issues	E
Ability to communicate effectively with a range of people including staff, pupils	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and pupils	E
Able to follow instructions accurately but make good judgements and lead when required	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
Specific skills	Essential/ Desirable
Ability to work as part of a team	E
Good communications skills	E
Understand the importance of confidentiality and discretion	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.