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| **Job Title:** | **Catering Assistant** |
| **Responsible to:** | **Catering Manager** |
| **Terms and Conditions:** | **25 hours per week 08:30 – 14:00 (30 minutes unpaid lunch break)**  **Scale B £11,776.45** |

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| |  | | --- | | **Our Vision** | | Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society. | |
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| **Our Qualities** |
| Every member of our team is expected to demonstrate the ability to:   * Develop positive relationships with all children and adults * Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others * Be curious around the reasons behind others’ behaviours, accepting all feelings and beliefs * Understand others’ emotions and thoughts and feel a natural desire to support * Have the courage to reflect, make changes and be keen to learn |

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| **Core Purpose** |
| To support the work of the Catering Manager as part of the catering team to produce healthy and nutritious meals for students and staff. |

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| **Key Areas of Responsibility** |
| 1. To assist in the preparation and service of food adhering to “Safer Food Better Business” hygiene practices 2. Carry out simple cooking tasks under the direction of the Catering Manager and cooks. 3. Assist in the serving of prepared snacks and meals to students. 4. Carry out straightforward checks e.g. temperature monitoring and recording. 5. Cleaning preparation and eating areas. 6. Washing up by hand and dishwasher, general cleaning duties to include floor cleaning. |

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| **Safeguarding** |
| Respect confidential issues and keep confidence as appropriate.  To keep up to date with the School procedures for safeguarding and child protection, reporting any concerns to senior designated person. |

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| **Health and Safety** |
| Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions  Co-operate with the employer on all issues to do with Health, Safety & Welfare. |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown, but in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Personal Attributes** | * Relational * Self-aware * Curious * Accepting * Empathetic * Reflective |  |
| **Qualifications** |  | Food hygiene certificate |
| **Experience** | At least one years spent working within a kitchen environment.  Working in accordance with hygiene and food guidelines and requirements |  |
| **Skills/Knowledge** | A keen interest in food and cooking  Creativity and imagination for food presentation  A good attendance and punctuality record  Excellent verbal and written communication skills  Excellent time management and organisation  High expectations of self and professional standards  High standards of cleanliness and hygiene  The ability to work under pressure  The ability to maintain successful relationships with other colleagues  A willingness to work outside of the timetabled day where necessary (Open Evenings)  High levels of drive, energy and integrity  Confident, reliable and flexible  Able to maintain confidentiality where necessary  Committed to contributing to the wider school and its community  Capable of handling a demanding workload and successfully prioritising work  Demonstrate knowledge of nutritional requirements  Explain the importance of portion control  Demonstrate an understanding of how to store and prepare food correctly  Show an understanding of how to check the quality of food following an order  Explain the principles of hygiene and cleanliness, and how these are maintained |  |