



Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus:
the improvement of teaching and learning within Cornwall.

Job Title:	Catering/Kitchen Assistant
Grade:	TPAT Point 2/3 Per annum/pro rata (Dependant on skills and experience)
Hours:	17.5 hrs per week over 5 days / 39 working weeks
Base:	Helston Community College
Responsible to:	Catering Manager/Cook-in-Charge/ Headteacher [as appropriate]
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<u>Internal:</u> Catering Manager/Cook-in- Charge, Headteacher, teachers, support staff, pupils <u>External:</u> Suppliers of Goods and Services, LEA representatives, Governors.

Main Purpose of Job:
<ul style="list-style-type: none"> To provide support in the preparation, cooking and serving of food and beverages plus related catering duties. To act as the relief cook when required.

Main Duties and Responsibilities:
<ul style="list-style-type: none"> To assist with the smooth running of the school kitchen and assist at catering functions To assist in the preparation, cooking and serving of food and beverages as directed by the Catering Manager/Cook-in-Charge To assist in devising menus to ensure a variety of meals is offered in the school which caters for different dietary requirements as appropriate To maintain daily standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations To prepare the dining area including; moving and setting up tables and chairs, setting trolleys, cleaning up after service and putting all equipment, tables and chairs away. To prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment. To load dishwashers and to wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area. To inform the Catering Manager of any defects in equipment, suspect food or other concerns relating to Food Safety.

General/Other:
<ul style="list-style-type: none"> To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times; To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;





- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

Person Specification:	Essential	Desirable	Recruiting method
Education and Training	Attainment of GCSE qualifications or equivalent vocational qualifications in catering or a related field	NVQ level 2 in catering or related field Health and hygiene certificate Manual handling certificate	Application
Skills and Experience	Experience of working in catering	Experience of catering work in a school or similar environment	Application Interview Assessment
Specialist Knowledge and Skills	Knowledge of healthy food menus Knowledge of food hygiene Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities		Application Interview
Behaviours and Values	Ability to undertake physically demanding work Ability to work under pressure Self-motivated and shows initiative Able to work individually and also as part of a team		Interview



Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.