

**"What does the Lord require of you but to do justice, to love kindness and to walk humbly with your God.” Micah 6:8**

# Job Description

Job Title: Catering Assistant

Job Purpose: To generally support the catering function in providing a high-quality catering service for school students and staff. To undertake food preparation duties and cooking tasks, to serve meals and refreshments, to clean the kitchen and equipment.

Responsible to: Catering Supervisor

Grade /Hours: Grade C - 15 hrs a week

The school is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

The following information is furnished to assist staff joining school to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

## Main Duties / Responsibilities:

### ORGANISATION

* • To help with the cooking and preparation of food as directed by the Catering Supervisor in accordance with agreed menus to ensure that meals are ready at the appropriate times
* • To prepare and clear the dining facilities as instructed by the Catering Supervisor in line with pre-agreed seating/serving plans
* • To load service counters, ensuring sufficient supplies for the service period
* • To serve meals when required and in the appropriate quantities / manner in order to meet customers’ needs and agreed catering standards
* • To ensure that a high standard of hygiene and food safety is always maintained.
* • To follow policies to ensure that high standards of allergen management and food hygiene are adhered to from goods delivery through to production and service.
* • To engage in all Ellanger management procedures.
* • To support colleagues and provide cover for them in the event of their absence
* • To deputise for the Assistant Catering Supervisor in the event of their absence
* • To ensure that utensils, cutlery etc are thoroughly washed and cleaned during service

### ADMINISTRATION

* • To inform the Catering Supervisor of any low stock levels
* • To carry out routine administrative tasks as required eg. checking off tasks on catering specification sheets, food temperature logging

### RESOURCES

* • Ensure that supplies are stored in line with relevant standards
* • Operate relevant equipment safely (e.g. kitchen appliances, utensils, cleaning equipment)
* • Maintain clean, tidy and organised work spaces and storage areas
* • Report any issues with equipment and ensure health and safety guidelines are adhered to
* • Work as support to other colleagues within the kitchen

## WIDER RESPONSIBILITIES

* • Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.
* • Comply with policies and procedures relating to area of responsibility as required
* • Develop and maintain effective professional relationships with others
* • Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school’s equal opportunities policies and practice.
* • Maintain the confidential nature of information relating to the school, its students, parents and carers acting in accordance with Data Protection Act principles at all times
* • Contribute to and support the overall life, work/aims and ethos of the school
* • Attend and participate in relevant meetings as required
* • Participate and engage in training and appraisal as required.
* • Undertake additional duties as reasonably requested by senior staff

Person Specification: Catering Assistant

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| ESSENTIAL / DESIRABLE | SKILLS AND EXPERIENCE | QUALIFICATIONS | TRAINING | SPECIAL KNOWLEDGE | PERSONAL CIRCUMSTANCES | DISPOSITION / ATTITUDE | PRACTICAL / INTELLECTUAL SKILLS | PHYSICAL / SENSORY | EQUALITY & SAFEGUARDING |
| ESSENTIAL | Some experience of preparing large amounts of foodUse of general cleaning equipmentAbility to fulfil all spoken and written aspects of the role with confidence | Evidence of being able to write and communicate effectively | Willing to undertake training as required and assist colleagues | Knowledge of food techniquesUnderstanding of health and safety issuesKnowledge and understanding of cultural differences | Flexible in terms of working hoursEligible to work in the UKNo contra-indications in personal background or criminal record indicating unsuitability to work with children/young people | A commitment to always uphold the values and ethos of the school | Ability to remain calm under pressureAbility to communicate effectively with children and adultsFlexible and positive approach to changeWilling and able to work as part of a teamApproachable and self-motivatedConfidentiality and discretion; high level of professionalism | Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate. | Candidates should indicate an acceptance of, and a commitment to, the principles of the school’s equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community.Candidates must demonstrate a commitment to safeguarding and promoting the welfare of children and young people |
| DESIRABLE | Some experience working in an educational environmentBasic administrative experience including record keeping | Health and safety qualification, e.g. First Aid, Food HygieneNVQ in catering or equivalent |  | Awareness of policies and procedures relating to working in schoolsA good understanding of allergy awareness and management procedures |  |  |  |  | CreativeAble to contribute to the wider school community and activities |