

LINCOLN CHRIST'S HOSPITAL SCHOOL
JOB DESCRIPTION: Catering Assistant

JOB TITLE: Catering Assistant	
GRADE: G1.3 £18,146 actual salary	
CONTRACT: 32.5 hours per week, 40 weeks per year (term time only) (Hours: 7.30am-2.30pm (with a 30 minute unpaid break), Monday – Friday)	
REPORTS TO: Catering Manager	
1	PURPOSE OF JOB: To carry out general kitchen duties and assist in cooking and food preparation under the general direction of the person in charge of the Kitchen.
2	MAIN RESPONSIBILITIES, TASKS & DUTIES: <ul style="list-style-type: none"> • Assist in food preparation and general cooking tasks. • Preparation of dining area, transporting and serving meals. • Washing up and general cleaning. • Cash/till work. Use of Cashless catering system. • Filing Vending machines. • Undertake thorough and deep cleaning of kitchen equipment as requested.
3	MANAGEMENT OF PEOPLE: <i>[full managerial responsibility e.g. recruit, appraise, discipline etc.]</i> None
	SUPERVISION OF PEOPLE: <i>[i.e. day to day supervision of & quality check of work]</i> None
4	CREATIVITY AND INNOVATION: <i>What innovative and imaginative responses to issues are required to resolve problems?</i> The postholder works within defined policies, procedures and legislation governing the school allowing limited opportunity for innovation and creativity.
5	CONTACTS AND RELATIONSHIPS: <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i> The postholder will have contact with Line Manager, other employees of the school and pupils, there may be occasional contact with visitors to the School and suppliers.
6	DECISIONS: <i>A requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions.</i> a) Discretion – <i>The postholder has the following discretions:</i> Working within clearly defined procedures, generally discretion is made within a range of set alternatives. b) Consequences – <i>The consequences of the postholder's decisions can be anticipated to impact on the following:</i> Impacts on lunchtime/break activities.
7	RESOURCES: <i>The postholder is personally accountable/responsible for the following:</i> Resources such as crockery, cutlery, general kitchen equipment, responsible for taking care of the general facilities within the Kitchen. Vending Machines & cashless catering computers (tills).
8	WORK ENVIRONMENT: a) Work Demands – <i>Impact of deadlines and changing and conflicting priorities.</i> Work subject to interruption but does not affect the overall completion of the task. b) Physical Demands – <i>Continuing physical effort, bending, lifting, pushing etc.</i> Preparation of dining area may include moving and handling of tables, chairs etc. Lifting heavy saucepans. Moving heavy trolleys around school.

	<p>c) Working Conditions – <i>Exposure to disagreeable or unpleasant conditions.</i> Working in Kitchen area on school premises in well-lit and ventilated environment.</p>		
	<p>d) Work Context – <i>Potential risk to safety & wellbeing, including abuse and aggression</i> May be at risk from use of equipment e.g. hot ovens, cleaning chemicals and machinery.</p>		
9	<p>KNOWLEDGE AND SKILLS: <i>required to be fully competent in the post.</i></p>		
	<p>Essential</p> <ul style="list-style-type: none"> • Good standard of education • To have GCSE or equivalent Maths and English • Basic Food Hygiene Certificate • NVQ Level 2 and/or Level 3 (or working towards) in Food Hygiene or willingness to work towards • Understanding of relevant polices/codes of practice and awareness of relevant legislation • To be able to work on own initiative and work as part of a team • Ability to take and follow instructions • Excellent communication skills – verbal and written • Well organised • Able to work under pressure and meet deadlines • Ability to demonstrate a flexible and positive approach to work • The ability to prioritise their workload • Honesty and trustworthiness • Team player • Reliable 		
	<p>Desirable</p> <ul style="list-style-type: none"> • First Aid qualification • Experience of working in a school environment • To have had experience of working in a busy kitchen environment • Use of other equipment technology, e.g. tills, venders, telephones, computers • Any other relevant courses 		
10	<p>GENERAL:</p>		
	<p>Job Evaluation – This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by LCHS.</p>		
	<p>Other Duties – The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>		
	<p>Equal Opportunities – The postholder is required to carry out the duties in accordance with LCHS Equal Opportunities policies.</p>		
	<p>Health and Safety – The postholder is required to carry out the duties in accordance with LCHS Health and Safety policies and procedures.</p>		
	<p>Safeguarding – The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.</p>		
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]