



Job Title:	Catering Assistant
Grade:	Point 2/3
Responsible to:	Catering Manager/Cook-in-Charge/ Headteacher
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<p><u>Internal:</u> Catering Manager/Cook-in- Charge, Headteacher, teachers, support staff, pupils</p> <p><u>External:</u> Suppliers of Goods and Services, LEA representatives, Cornwall Council departments, Governors.</p>

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:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the trust's pupils at all times
- New Appointments: 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 Trust policies and procedures
- 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/Assessment
Behaviours and Values			Application/Interview/Assessment

