

Job Description: Catering Assistant

Employment details

Job title:	Catering Assistant
Reports to (job title):	Catering Supervisor
Hours of work:	15 hours per week, 39 weeks per year Mon - Fri 10:45am - 1:45pm
Level and scale point:	Grade 2 / SCP 2

Job Purpose

To undertake, normally under supervision, the preparation, simple cooking, serving and clearing away of food and general cleaning.

Areas of responsibility:

MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> • Basic preparation of food and beverages including simple cooking.
<ul style="list-style-type: none"> • Transporting and serving meals.
<ul style="list-style-type: none"> • General kitchen and dining room duties e.g washing up, setting up and clearing away of equipment/tables.
<ul style="list-style-type: none"> • General cleaning of kitchen, surrounds and equipment.

At least three cleaning days required on school inset days during the Easter, Summer and Christmas school closure periods (included within 39 week contract). Also, may be required on an occasional basis to attend statutory training courses in school holidays.

The jobholder works as a member of a kitchen team with other kitchen assistants and under the supervision of a Catering Supervisor. All responsibilities are shared with other kitchen assistants but may not necessarily be exercised daily as a rota system of tasks is in operation in most kitchens.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person Specification: Kitchen Assistant

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> Be willing to undertake training as required and assist in training colleagues. 	<ul style="list-style-type: none"> Have a health and safety qualification, e.g. Health and Hygiene, first aid Health and safety training, e.g. COSHH
Experience	<ul style="list-style-type: none"> Fulfilling all spoken aspects of the role with confidence. 	<ul style="list-style-type: none"> Working in an educational environment Basic administrative experience including record keeping Working knowledge of use of a range of kitchen equipment such as mixers, ovens, steamers, sterilizers, waste disposal, fryers. Basic knowledge of food preparation and cooking techniques including a little knowledge of preparation to meet special dietary needs
Knowledge and skills	<ul style="list-style-type: none"> Understand health and safety issues and good practice in the kitchen environment. Basic reading and writing skills 	<ul style="list-style-type: none"> Have an awareness of policies and procedures relating to working in a school Be able to contribute to the wider school community and activities
Personal qualities	<p>The successful candidate will be able to meet the attributes of the Trusts Values:</p> <div> <div> Aspiration <ul style="list-style-type: none"> Inclusive and respectful to all our colleagues Keen to keep developing and receptive to change Reflective and learn from mistakes </div> <div> Believe <ul style="list-style-type: none"> Passionate and have a positive outlook Confident to share their opinions and ideas and value those of others Solution focused </div> <div> Community <ul style="list-style-type: none"> Considerate of all Welcoming Adaptable Understanding of the needs of the wider community Look after our own and each other's well being </div> </div>	



All candidates must be;

- Eligible to work in the UK.
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.
- Suitable to work with children and young people
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Application forms can be found on our website at www.parkroyalcs.org/staff-vacancies

Completed application forms should be returned by email to c.batt@parkroyalcs.org

Closing date for applications is Friday 10th February 2023