**JOB DESCRIPTION**

**SHIRE OAK ACADEMY**

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| **Employer** | The Governing Body |
| **Name of Employee** |  |

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| All employment requirements to be performed in accordance with the provisions of the National Joint Council for Local Authorities APT & C handbook.  The job description is designed to supplement the above by highlighting those areas regarded by the Headteacher as being of specific relevance and importance to Shire Oak Academy.  You have a professional responsibility to be engaged in effective, sustained and relevant professional development throughout your career and have a contractual entitlement to effective, sustained and relevant professional development throughout your career. |
| **Health and Safety**  Apart from any specific responsibilities which may have been delegated to them, all employees must:  a) act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons; b) observe all instructions on health and safety issued by the academy or any other person delegated to be responsible for a relevant aspect of health and safety; c) act in accordance with any specific H&S training received; d) report all accidents in accordance with current procedure; e) co-operate with other persons to enable them to carry out their health and safety responsibilities; f) inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger; g) inform their Line Manager of any shortcomings they consider being in the academy’s health and safety arrangements h) exercise good standards of housekeeping and cleanliness; i) know and apply the procedures in respect of fire, first aid and other emergencies j) co-operate with the appointed trade union health and safety representative and the enforcement officers of the Health and Safety Executive  All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.  Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee’s immediate superior. |
| 1. **Title of Post** |
| Catering Assistant |
| **2. Salary and hours of work** |
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| **3. Accountable and Responsible to:** |
| The Catering Manager |
| **4. Main Purpose of the Job** |
| To assist in the day to day operation of the catering service in order to fulfil the requirements of the Headteacher and the governing body’s catering specification. |

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| 5. **Accountable and responsible for the following key tasks:** |
| **General Responsibilities**   * To assist in the preparation, cooking and presentation of the food to both the   food hygiene regulations and the Catering Manager's satisfaction.   * To be responsible for completing general cleaning duties throughout the catering outlet.   **Specific Responsibilities**   * To prepare, cook and present the food to food hygiene standards under the supervision of the Cook and/or Catering Manager. * To operate a cashless catering system. * To ensure all equipment, surfaces and floors are cleaned and sterilised using appropriate materials to the Catering Manager's satisfaction. * To operate and clean all heavy equipment i.e. ovens, deep fat fryers, etc. strictly   to Health and Safety guidelines.   * To defrost and clean fridges and freezers as and when requested by the Catering Manager. * To inform the Catering Manager or Assistant Cook of any repairs or maintenance requests of equipment on site. * To be actively involved in promoting good customer relations being mindful of KCSE guidance. * To serve customers politely and with correct portion control of foods. * To effect such other duties and in-house training as are assigned to the post by the Catering Manager and/or a designated representative.   **Special Conditions**   * It should be noted that failure to retain the level of service required in-house will lead to a review of status and salary of the post-holder, not excluding termination. * Annual holidays must only be taken during official academy closures unless otherwise agreed. |

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| **6. Further statement** |
| This job description is effective from 1st September, 2023 and it replaces all previous versions. The contents have been agreed in discussion between the postholder and the academy.  Your duties and responsibilities may be amended from time to time as determined by the Headteacher following consultation. |

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| You should sign two copies of this job description. You should retain one and you  should forward the second copy to the Mercian Trust HR Team. |
| **Date** |
| **Your signature** |
| **HR signature** |