



JOB DESCRIPTION

Job Title: Catering Assistant

Responsible to: Catering Manager

Main Location: St Cuthbert's RC High School

Salary: (SCP) 2-3

Working Pattern: Term Time Only plus 2 days

Hours of Work: 32.5 hours per week

Job Purpose:

To undertake the preparation in cooking and service of meals to a high standard as directed by your line manager where there is a staffing requirement or operational need.

Main Duties

- Preparation and cooking of food and beverages in accordance with menus
- Ensure Food hygiene and health & safety regulations are adhered to at all times.
- Assisting in the organisation of the on-site meal service or transported meals.
- General kitchen and dining room duties- washing up, setting up and clearing away.
- Cleaning the kitchen, its surrounds and equipment
- To ensure COSHH regulations are followed at all times.
- To ensure that HACCP regulations are followed at all times.
- To follow instruction from the Catering Manager
- Maximising good customer relations with colleagues and clients
- Attending training courses as required
- Carry out other reasonable duties within the overall function of the job.
- To participate in the school's programme of in-service training
- To undertake such other duties and responsibilities of any equivalent nature as may be determined by the Headteacher in consultation with the post-holder.

Other Duties and Special Conditions associated with the Post.

- To be aware of and comply with school policies relating to child protection, health & safety, confidentiality and GDPR.



- **Annual Leave – Term Time Only** -this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

Person Specification

| | | Essential /desirable | Evidence |
|-----------------------------------|---|-----------------------------|-----------------|
| Qualifications | NVQ Level 3 or equivalent in Catering | E | A/I |
| | Ability to demonstrate what qualifications and training you have within the Catering industry | E | A/I |
| | Basic Food Hygiene Certificate or Intermediate Food Hygiene Certificate | E | A/I |
| Knowledge | Be able to provide good customer care and interpersonal skills | E | A/I |
| | Knowledge of Quality Assurance Procedures | E | A/I |
| | Demonstrate experience in Healthy Nutritional Balanced Menus | D | A/I |
| | The ability to converse at ease with customers and service users. | E | A/I |
| Special Working Conditions | Willingness to wear Protective Clothing | E | A/I |
| | To work within the school's policies and procedures with relation to safeguarding | E | A/I |
| | Willingness to attend meetings and training as required | E | A/I |

Key

E Essential **R** References
I Interview **C** Certificate
D Desirable
A Application