

Job Description

Catering Assistant

Reporting to:	Catering Manager / Cook;
Liaising with:	Staff, parents and other outside agencies, students, visitors, colleagues, external suppliers, and members of the public/local community, Governors;
Grade/Salary:	Band 1 (SCP 1 – 3)
Hours of work:	TBA

Main Purpose:

To assist in the operation of the catering service to the required standard of the school and Trust specifications.

Duties & Responsibilities:

Key Duties

- Basic preparation of food and beverages.
- Basic cooking under supervision.
- Transporting and serving meals.
- Setting up and clearing away service points and dining equipment and furniture.
- Washing up.
- Cleaning kitchen, scullery, dining area, access areas and furniture equipment.
- Movement of dining furniture.
- Filling and cleaning vending machines.
- Sales of minor consumables.
- Other related duties as directed.

Other Duties

- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.

General

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Catering Assistant

A. Training & Qualifications	Essential	Desirable
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above		A
Willingness to undertake training	I	
B. Experience	Essential	Desirable
Previous catering experience	A & I	
C. Knowledge and Skills	Essential	Desirable
Customer focused		A & I
Has a friendly, profession approach which demonstrates support and shows mutual respect		I
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.		I
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations		I
Is committed to the provision and improvement of quality service provision		I
Is adaptable to change/embraces and welcomes change.		I
Acts with pace and urgency being energetic, enthusiastic and decisive Has the ability to learn from experiences and challenges.		I
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills		I
D. Personal Attributes	Essential	Desirable
Flexible in terms of working hours and duties	I	
Able to communicate effectively	I	
Uphold and promote the Catholic ethos and values of the school	I	
E. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School’s equality policies into practice.	I	
Commitment to safeguarding, equality, diversity and inclusion	I	