



Star

## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **CATERING ASSISTANT**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE:**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### **JOB SUMMARY:**

1. Assist in the preparation, cooking and serving of meals, snacks and beverages plus related catering duties under the direction of the Cook Supervisor and Catering Manager.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1 Accountabilities**

- 1.1 Assist with the preparation, cooking and serving of all food and beverages.
- 1.2 Assist in the serving of meals, ensuring correct portion sizes are served and good presentation is maintained.
- 1.3 Prepare the service areas, hot cupboards and other equipment at point of service for an efficient and effective service of the meal.
- 1.4 Prepare dining areas as appropriate, which may involve moving and/or setting up of furniture and after service assist with the clearing and cleaning of dining area.
- 1.5 Ensure cleanliness of all catering areas and adhere to cleaning rotas. General cleaning duties throughout the school kitchen includes washing: cutlery, crockery, light kitchen equipment, cooking and service equipment, all the floors and walls and fixed catering equipment with the kitchen and service area.
- 1.6 Assist with the storing of deliveries ensuring that stock rotation is maintained.
- 1.7 Assist with general stocktaking of both goods and equipment.
- 1.8 Work in a manner consistent with the requirements of Halal food.
- 1.9 Ensure that kitchen equipment is maintained and any breakdowns or items requiring repair are reported to the immediate supervisor.
- 1.10 Ensure a high standard of cleanliness, personal hygiene and appearance at all times.
- 1.11 Undertake on and off the job training as required.
- 1.12 The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated.

## **2 General Responsibilities**

- 2.1 Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 2.2 Contribute to the overall ethos, work and aims of the school.
- 2.3 Appreciate and support the role of other professionals.

## **3 Other Responsibilities**

- 3.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 3.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 3.3 Contribute to the wider life of the Trust and the Star community.
- 3.4 Carry out any such duties as may be reasonably required by the Trust.

## **4 Records Management**

- 4.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	Level 2 literacy and numeracy qualifications.	E	✓	✓
2.	Food Hygiene qualification.	D	✓	
3.	Catering/Catering Equipment operation qualification.	D	✓	
<b>EXPERIENCE</b>				
4.	Experience of working in a school kitchen or similar.	E	✓	✓
5.	Experience of food preparation.	E	✓	✓
6.	Experience of working in a team.	D	✓	
7.	Experience of using tills and handling cash.	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
8.	Awareness of Halal requirements for catering.	E	✓	✓
9.	Ability to communicate effectively with staff and students.	E		✓
10.	Ability to work as part of a team.	E		✓
11.	Knowledge of basic catering practices and ability to use general catering equipment safely and correctly.	E	✓	✓
12.	Ability to meet deadlines.	E		✓
13.	Good customer care skills.	E		✓
14.	Knowledge of the latest Health and Safety regulations.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
15.	Excellent standards of, and commitment to, personal hygiene.	E		✓
16.	Good level of fitness.	E		✓
17.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
18.	High levels of professional and personal integrity and honesty.	E		✓
19.	Strong commitment to high levels of nutrition, food safety and Halal requirements.	E	✓	✓
20.	Commitment to the pursuit of continuous professional development of self.	E	✓	✓
21.	Willingness to work flexibly to provide an excellent service as needed by learners and other stakeholders.	E	✓	✓
22.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
27.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
28.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓