



## Job Description: Catering Assistant

<b>Purpose</b>	To assist in providing a quality food and beverage service for all students and staff ensuring Wessex Learning Trust standards and adhering to hygiene, health and safety regulations.
<b>Reporting to</b>	Catering Manager
<b>Salary</b>	Grade 16

<b>Key Responsibilities</b>	<p><b>Food Service</b></p> <ul style="list-style-type: none"><li>• This role involves a hands-on approach and regular physical activity, including the movement and setup of furniture and equipment such as tables, chairs, and other operational items as required</li><li>• To assist in food preparation as instructed by the Catering Manager to the required standards</li><li>• To ensure presentation standards are always adhered to</li><li>• To minimise operating costs by using the rotation of all stock items and ensure correct storage</li><li>• To inform the Catering Manager in advance of any shortages to ensure an efficient service</li><li>• To be aware of the daily menu content and portion size as instructed by the Catering Manager</li><li>• Ensure that the correct service equipment and menu accompaniments are available prior to service</li><li>• To ensure that the service area is clean and is ready and those adequate supplies of cutlery, and disposables are available</li><li>• To ensure that all customers are given a polite, friendly and personal service</li><li>• To ensure that all displays look attractive and are available</li></ul> <p><b>Teamwork</b></p> <ul style="list-style-type: none"><li>• To always treat all colleagues in a polite and courteous manner</li><li>• To give full co-operation to colleagues requiring assistance in a prompt, caring and helpful manner</li><li>• To be flexible in assisting the catering operations in response to the business and customer needs</li><li>• To communicate openly with colleagues and attend training/briefing sessions as required</li><li>• To take ownership for all tasks and duties delegated to you, ensuring they are completed to the required standard.</li></ul>
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**Hygiene, Health Fire and Safety**

- To report all maintenance issues and hazards to the Catering Manager
- To report any accidents
- To ensure that all cleaning is carried out in accordance with the Cleaning Schedule
- To clean all areas of the kitchens and dining areas
- To take appropriate action to identify, evaluate, minimise and manage any risks to health, safety and security in the immediate working environment
- Ensure the proper use and storage of all tools and equipment being used to fulfil the job description
- To ensure duties are undertaken in accordance with The Academy's Health and Safety Policy including risk assessment and safety systems and to wear protective clothing as required and in-line with health and safety protocols
- Ensure procedures are followed in the event of an emergency eg fire evacuation

**Additional Duties**

- To attend any training sessions, meetings and parent evenings in relation to your duties
- To perform any other duties appropriate to the needs of the Wessex Learning Trust
- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Trust's Equal Opportunities Policy/Code of Conduct available in Share Point
- To maintain confidentiality of information acquired in the course of undertaking duties for the Trust, and maintain open line of communication with senior management
- To report to on-site catering manager in the first instance any defects in equipment, suspect food or other concerns relating to Food Safety and Health and Safety
- To work as part of a team and form good relationships with other colleagues.
- To maintain confidentiality over matters relating to the Academy, students, staff or parents
- Attending relevant meetings, as required
- Participating in training and other learning activities and performance development, as required
- Being aware of, and complying with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Contributing to the overall ethos/work/aims of the Academy
- To ensure the aims, priorities and policies of the Academy and Trust are adhered to
- Act as a positive representative and advocate of the Academy at all times
- Undertake additional duties commensurate with the grade as directed by your line manager
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
- Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress
- Take on additional responsibilities, as required by the Headteacher and the Executive Leadership Team of the Wessex Learning Trust

The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the Child Protection and Safeguarding Policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the Trust's Child Protection Procedures will be followed alongside implementation of the Trust's Disciplinary Procedures.

This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.

This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

<b>Signature (Employee):</b>	
<b>Date:</b>	
<b>Signature (Line Manager):</b>	
<b>Date:</b>	