

## JOB DESCRIPTION AND PERSON SPECIFICATION

<p><b><u>Job Title:</u></b> Catering Assistant</p>	<p><b><u>Grade:</u></b> Grade B (point 3)</p>
<p><b><u>Job Family:</u></b> Facilities Support</p>	
<p><b><u>Overall Purpose of Job:</u></b></p> <p>As a Catering Assistant, you will be responsible for preparing and serving food to staff and pupils/students.</p>	
<p><b><u>Main Responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>1. You will prepare, cook and serve food to pupils/students, staff and visitors</li> <li>2. You will be responsible for the general cleanliness of the kitchen, surrounding areas and all equipment</li> <li>3. You will promote an efficient and polite service and good customer relations</li> <li>4. You will work closely with all staff to ensure a smooth and pleasant eating experience</li> <li>5. You will attend any staff meetings or training courses necessary to promote good working practices within the team</li> <li>6. You will promote the objectives of the academy via the provision of a quality service which is efficient and effective at all times</li> <li>7. You will be based within a kitchen environment, but with flexibility to cover within other areas as required</li> </ol> <p><b>General</b></p> <ol style="list-style-type: none"> <li>8. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.</li> <li>9. You will participate in training and other learning activities and performance development as required.</li> <li>10. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.</li> <li>11. You will ensure strict confidentiality in all areas of work.</li> <li>12. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).</li> <li>13. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).</li> <li>14. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.</li> <li>15. You will always comply with the Trust's policies and procedures.</li> <li>16. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.</li> </ol>	
<p><b><u>Knowledge, Skills and Experience</u></b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A good standard of written and oral language skills (A/I)</li> <li>• Basic Food Hygiene qualification (C)</li> <li>• Awareness of food safety issues (A/I)</li> </ul>	

- General knowledge and experience of working with food (A/I)
- Able to relate well to children and adults (A/I)
- Able to work constructively as part of a team and on their own initiative (A/I/R)
- Commitment to self and team development (A/I)
- Able to maintain a safe, calm and happy ethos (A/I)

#### **Desirable**

- Working in a school canteen or kitchen environment (A/I)
- Using a variety of kitchen and catering equipment (A/I)
- Working in large premises (A/I)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

#### **Behaviours**

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

#### **Contacts and Relationships**

**Managers** – in regular contact with the Principal/Head of Academy/senior leaders within the academy

**Support Staff** – in regular contact with support staff who are involved in cleaning, catering, site supervision and health and safety.

**Trust Staff** – in contact with staff in the wider catering team (e.g., Regional Catering Manager) as appropriate

**External** – in occasional contact with suppliers, service providers as required.

#### **Note:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.