CATERING ASSISTANT

JOB DESCRIPTION

AND

PERSON SPECIFICATION

JOB DESCRIPTION			
Role	Catering Assistant		
Reports to	Catering Manager		
Grade	1	**Scale Point**	1 – 3
General Purpose	▪ Strive for excellence. ▪ Promote the highest standards of behaviour as the norm. ▪ To act as a role model for all children.		
Purpose of role	▪ General kitchen duties to assist in the serving of meals in school and maintaining a high standard of kitchen hygiene. ▪ Follow the catering rota in an effective manner. ▪ Deciding when and how to clean spillages and accidents in the safest and most appropriate way to maintain the highest levels of hygiene.		
Specific Responsibilities	**Catering duties** ▪ Setting up counter/trolleys and counting trays/plates. ▪ Serving children and school staff. ▪ Washing dinner trays/cutlery either by hand or machine. ▪ Cleaning of equipment, surfaces and floors. ▪ Use of simple kitchen machinery, after appropriate training. ▪ Attending training sessions, possibly outside usual working day. ▪ Moving of furniture/food trolleys.		
Other	▪ To work under the direction of the headteacher and deputy and to undertake any other reasonable duties as may be allocated by them. ▪ Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour. ▪ Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required. ▪ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ▪ Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the council's equal opportunities policies and to the standards of customer care. ▪ Participate in whole school activities. ▪ Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. ▪ Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.		
Green Statement	▪ Seek opportunities for contributing to sustainable development of the		

	borough, in accordance with the council's green commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
Data Protection	▪ To be aware of the school's legal obligations under the Data Protection Act 2018 (the '2018 Act') and the UK General Data Protection Regulation ('UK GDPR') for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply. ▪ To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements. ▪ To treat all information acquired through employment, both formally and informally, in accordance with the data protection policy.
Confidentiality	▪ You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.
Equalities	▪ The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
Customer Care	▪ Able to demonstrate a commitment to the council's customer care policy.
Health and Safety	▪ Every employee is responsible for their own health and safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the school team	▪ To participate in training to be able to demonstrate competence. ▪ To participate in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Championing the professional integrity of the school service ▪ Supporting customer focus, best value and electronic management of processes. ▪ Actively sharing feedback on school policies and interventions.

PERSON SPECIFICATION			
Area	**Requirement**	**Essential**	**Desirable**
Knowledge	▪ Knowledge of basic food preparation such as sandwiches, salads, etc.		Y
Skills & Abilities	▪ Ability to read and complete simple instructions, such as cleaning rota, work rota, temperature and control sheets.	Y	
	▪ Ability to count dinner trays, cutlery and food portions.	Y	
	▪ Able to use and clean simple machinery and light equipment.	Y	
	▪ Demonstrate a willingness and enthusiasm for training and progression.	Y	
	▪ Able to encourage children to select a balanced meal.	Y	
	▪ Able to communicate with all kitchen, staff and pupils.	Y	
	▪ Able to work on own and with a team with little day to day supervision.	Y	
	▪ Display a commitment to the school's equalities policies.	Y	
	▪ Display and maintain a high standard of personal hygiene.	Y	
	▪ Work effectively in a busy and hectic environment.	Y	
	▪ Displays commitment to the protection and safeguarding of children and young people.	Y	
	▪ Participate in development and training opportunities.	Y	
	▪ Excellent communication skills.		Y
Other	▪ Enhanced DBS Check.	Y	
	▪ Valid visa/right to work in the UK.	Y	
Working with Others	▪ Understands the importance of working in co-operation and partnership with colleagues.	Y	
	▪ Approachable, accessible and flexible.	Y	
	▪ High expectations and standards of self and others.	Y	
School Ethos	▪ An ability to be a personal role model of professionalism, having high expectations of self and others.	Y	
	▪ Maintains expected school standards of confidentiality at all times.	Y	
	▪ An understanding of the need for equality of opportunity.	Y	
	▪ Upholding and modelling our school values.	Y	