

Fierté Multi-Academy Trust

JOB DESCRIPTION & PERSON SPECIFICATION

Job Role	Catering Assistant
Grade	Grade 2
Responsible to	Catering Manager

Purpose and values of department

Under the direction of Catering Manager to effectively work as part of a high performing Catering team to develop and deliver an efficient and effective high quality catering service within the school.

Statement of Purpose

To undertake general kitchen duties

Support to Pupils

- Preparation of food and beverages.
- Preparation of sandwiches as requested.
- To work as part a team, including assistance at buffets as required.
- Washing up.
- Cleaning duties including kitchen, dining areas, furniture and equipment when required.
- Maintain safe and hygienic working practices at all times.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to 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. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management polices and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.
- Equalities
- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification

Criteria	Measured By
<p>Qualifications/Training</p> <ul style="list-style-type: none"> ▪ Willingness to participate in development and training opportunities. ▪ Willingness to undertake induction training. 	A/I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Good communication skills. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Have flexible approach to work. • Demonstrate the understanding and ability to maintain a safe and hygienic working environment. • Maintenance of a clean and hygienic appearance. 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • 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. 	AF/I

AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*