**Support Staff Job Outline and Person Specification**

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| **Position Title** | **Catering Assistant – Various Roles** |
| **Location** | Okehampton College |
| **Reporting to** | Chef Manager |
| **Job Term** | Permanent |
| **Hours** | 20 to 26 hours per week, term time only |
| **Work Pattern** | Monday to Friday |
| **Grade** | A1 |
| **Organisation** | The Dartmoor Multi Academy Trust |

There are 17 schools within Dartmoor Multi Academy Trust, 3 secondary and 14 primary schools. On appointment, your main place of work will be at Okehampton College. The post holder may be required to work at other premises occupied by the Employer.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Job Purpose:**

* To help in the production and service of delicious, nutritious, freshly prepared meals to students, staff and visitors of the Trust.
* Support the catering team across the whole operation
* Food prep, sandwiches, salads, and other food items
* To contribute to healthy eating and lifestyle awareness amongst students (and staff).

**Main duties and responsibilities**:

1. To support the catering team preparation, cooking and service of food ensuring that efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained.
2. To complete statutory and safeguarding training as required by the school / Trust.
3. To plan your time and operate in an efficient methodical manner.
4. To maintain an up-to-date knowledge of food and dietary regulations and support the ethos of the school by providing food which complies with the guidelines set down by the Local Academy Committee and SLT.
5. To take responsibility for the standard of cleanliness, safety and hygiene of your workplace, equipment and operate within the guidelines of the Health and Safety Regulations.
6. To communicate in a timely manner requirement of ingredients inventory required to maintain desired production levels to your line manager.
7. To assist in the effective and efficient cleaning of the canteen and kitchens at the end of all services. To participate in kitchen deep cleaning regularly throughout the year.

**Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to: 

* Records Retention Policy
* Personal Data Breach Procedure
* Employee Code of Conduct
* E-safety Policy
* Social Media Policy
* Use of Personal Devices Policy

You should note that a duty of confidentiality applies to all personal data they see prior to their first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers’ contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

**All schools in Dartmoor Multi Academy Trust are committed to safeguarding and promoting the**

**welfare of children and young people and expect all staff and volunteers to share this commitment.**

**The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure**

**Barring Service (DBS).**

**Person specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Experience | * Cook from fresh kitchen * Desire to nourish and provide for others | An interest in cookery, professional cookery | * Application * Interview |
| Practical Skills | * Good kraft skills | A desire to work with fresh produce | * Practical assessment |
| Communication | Good communication skills, both verbally and written  Good interpersonal skills, working with people across all aspects of the organisation | Affable character, keen to engage and work with others. | * Application * Interview |
| Personal Qualities | Outgoing, friendly and approachable | * Volunteering / active in community | * Application / interview |
| Technology / IT Skills |  | Basic computing skills | * Application |
| Education and Training |  | * Food hygiene level 2 * NVQ 2 or above |  |
| Physical | * Able to carry out the duties of the post with reasonable adjustments where necessary |  | * Occupation Health Pre-Placement Health Check |
| Equal Opportunities | * Dartmoor Multi Academy Trust is an equal opportunities employer. | | |