



Midsomer Norton
Schools Partnership

Home school: Midsomer Norton Schools - kitchen cover
Job Title: General Catering Assistant

Responsible to: Trust Head of Catering / Chef Manager/Catering Operations Manager

Main Duties & Responsibilities

- To assist in the preparation of food as directed using industry recognised catering techniques, methods, equipment and food commodities (e.g. fresh, freeze dried, frozen and dehydrated products) including the production of sandwiches, baguettes, salads, simple sauces, biscuits and pre-mixes according to requirements
- To assist in the kitchen with simply frying, boiling, steaming etc of vegetables and preparation of salads and sandwiches when required
- To operate kitchen machinery such as mixers, slicers (when trained), dishwashers, steriliser etc. as required
- To assist in the kitchen and dining room, which may be away from the main kitchen area as required. To include setting up of the dining room in preparation for dining and supervision of queues as directed by the Catering Operations Manager.
- To wipe tables, clear trays and trolleys, empty waste bins or similar receptacles, transporting waste material to designated waste compound.
- To operate tills to administer Cashless Catering, free school meals and staff duty meal authorisation processes, enabling an efficient customer service
- To wash crockery, cutlery, cooking and serving utensils and kitchen machinery.
- To assist in the monitoring and maintaining of records of daily fridge and freezer and food temperature in accordance with Food Hygiene Regulations and Health & Safety Policy.
- To assist in the routine and in-depth cleaning of the kitchen, dining room and kitchen equipment on a regular basis using equipment and chemicals as recommended, in accordance with Health & Safety and COSHH requirements.
- To assist the Catering Operations Manager and Lead Cook in any task associated with catering which is required and to develop, under instruction, skills in this area.
- To assist in the completion of risk assessments as appropriate, to include the reporting of any hazardous or potentially hazardous situations.
- To load the school catering vehicle with pre-prepared meals if required
- To deliver the pre-prepared meals to local schools using the school catering vehicle if required
- To assist in providing catering services to other parts of the school as required eg conferences, parents evening, meetings etc

School Support & General

- To attend all department meetings and relevant staff meetings
- To attend all training courses as directed by the Trust Head of Catering
- To participate in the School's Performance Management Review process and make use of professional development opportunities.
- To play an active and positive role.
- To familiarise yourself with the working practices of the Department.
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health & safety regulations
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Physical Effort

- The postholder will be expected to undertake bending, lifting, pushing, pulling and stretching in the course of their duties
- The postholder must be able to load/unload heavy boxes in and out of a vehicle and push/pull a trolley laden with the boxes.

Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential
A basic level of literacy and numeracy
Good customer service skills
Valid Food Hygiene certificate
Ability to follow and work to instruction
Works well as part of a team
Responds enthusiastically to a demanding and busy environment
Positive attitude to working with young people
Ability to work well with both children and adults
Reliable and adaptable approach to work activities
Willing to work extra hours
Approachable and friendly
Current, clean driving licence
Able to

- Move, lift, carry, push and pull boxes weighing up to 50 pounds without assistance
- Push and pull a laden trolley
- Reach overhead and below the knees, including bending, twisting, pulling and stooping
- Use electronic devices to communicate

Desirable

NVQ Level 1 or equivalent qualification in catering

Experience of providing catering on a large scale. E.g. in a hotel, restaurant, care home or school.

Experience with school age children in a paid, voluntary or domestic environment