

Catering Assistant

**Job Description and Personnel Specification**



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# Job Description



CATERING ASSISTANT

SALARY/GRADE: ACCOUNTABLE TO: IMMEDIATE SUPERVISOR:

Grade 1 (SCP 1)

The Governing Body/The Leadership Team Chef

HOURS OF DUTY: 12.5 Hours per week Term Time +3 days

NORMAL WORKING PATTERN: 12.00 – 2.45 Monday to Friday

Lunch break 15 minutes unpaid break

Special Conditions of Service Annual Leave MUST be taken during

periods of school closure

## Overall purpose of post

* All staff at The Heys School contribute to the quality of education that is offered to the students within our school. Catering Assistants, under the direction of the Chef, will work to support the school ethos and develop the efficient and economic production of quality food; ensuring national guidelines are adhered to.
* To work with the Chef to establish a passionate and creative approach to the School Meals Service, balancing student choices with healthy attractive food options.
* The success of our service delivery is based firmly in mutual support and team work and this is reflected in the cross over of some duties from time to time.

## Specific Responsibilities

**Food Purchase and Preparation**

* Preparation, cooking and serving of hot and cold food and beverages.
* Assist in the preparation of buffets for school meetings and events, as and when required.
* Setting up of service counters and displays and the service of food and beverages, including, where necessary, the movement and storage of dining furniture.
* Assist in the cleaning of kitchen equipment, dining furniture and prescribed kitchen and dining areas as scheduled in the cleaning rota.
* Washing, drying and storage of crockery, cutlery and kitchen utensils.
* Assist in the receipt and storage of deliveries.
* Removal of kitchen waste to prescribed refuse collection areas.
* Assist with the completion all relevant documentation including Hazard Analysis and Critical Control Points (HACCP).

## Communication

* Maintain a positive personal/professional profile within the school and wider community, ensuring the good reputation of the school is upheld at all times.
* Provide a welcome and friendly environment for all customers and staff.
* Support a culture of mutual respect between catering staff and students.
* Support a culture of mutual respect between team members.

## Health & Safety

* Follow all laid down procedures in relation to Health & Safety
* Awareness and understanding of H&S, Food Hygiene, COSHH and Manual Handling Regulations
* Promote safe working practice in the Catering Department.
* Ensure all crockery and equipment is clean, well maintained and stored appropriately.
* Ensure that cleaning undertaken is of the highest standards.
* Report immediately to the Chef, any illness of an infectious nature or accident incurred by a student, colleague, self or another.
  + Understand and ensure the implementation of the Health and Safety Policy, Emergency and Fire Procedures.



* + Report to the Chef any faulty appliances, damaged furniture, equipment or any potential hazard.
  + To complete all training briefs which are issued as part of our H & S awareness programme in a timely manner.
  + To ensure you are responsible for your own health & safety and that of others within the school environment.
  + To assist with regular health & safety checks on equipment and furniture within your working area.
  + To be responsible for neatness and tidiness of your working area.
  + To be a Fire Marshall as part of the emergency evacuation process.
  + To receive first aid training and provide first aid assistance if needed

## Training and Personal Development

* Undertake identified training which will enhance and develop the school and you as an individual.
* Attend mandatory training, on or off site, as when required.

## General

* To promote customer service through high levels of customer care.
* To support other colleagues as and when required.
* To be collectively responsible for the neatness and tidiness of your working area.
* Ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties.
* Notify the Chef as soon as possible of your inability to report for duty, and also on your return to work for all periods of absence.
* Ensure the security of the school is maintained at all times.
* Adhere to all school policies and procedures within the defined timescales.
* To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Head Teacher or nominated representative (in conjunction with the post holder).

# Person Specification



**Essential Criteria**

* + Enthusiasm for, and commitment to, the school’s Mission Statement.
  + Excellent communication skills.
  + Highly developed inter-personal skills.
  + The ability to show initiative and accept responsibility.
  + The ability to organise time and resources effectively.
  + Awareness of the importance of Health and Safety procedures as required in a commercial kitchen setting.
  + Possess a strong work ethic and be willing to fully participate in all aspects of school meal service.
  + Show a commitment to working as a team ensuring good working relationships and support to other colleagues.
  + Have a positive attitude and commitment to providing nutritious attractive and healthy meal choices, including specific dietary requirements.
  + Ability to demonstrate basic knowledge in safe working practices within a kitchen.
  + Willingness to be involved in continuing professional development
  + Ability to work without supervision, at times on your own and as part of a team.
  + Ability to stand for long periods of time and to lift heavy equipment
  + Willingness to work on school inset training days and school open evenings as/when required

Desirable Criteria

* + Hold a Level 2 Food Hygiene For Catering or Equivalent (in food preparation), if this is not held at point of appointment the successful candidate will undertake this qualification through school.
  + Work experience in a similar role