

Job Description

Post:	Catering Assistant
Scale:	Scale 3 to 4, spine point 5-10
RESPONSIBLE TO:	Head of School and Head Chef

Main duties and responsibilities

To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including the planning, preparation and cooking of meals within a school.

Responsibilities

1. Assist in the preparation and cooking of food and beverages under the chef's instruction
2. Prepare the dining area for service
3. To serve food and beverages to staff and pupils at the school ensuring a high-quality service is maintained
4. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene regulations at all times
5. To identify and report serious hazards to the senior staff immediately in line with the school's health and safety policies
6. Operate kitchen equipment, following training
7. Undertake cleaning and washing up after service as directed in the kitchen and dining areas
8. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting

Standard of work will be assessed by the Head Chef and as such the Catering Assistant will be observed and monitored both formally, through the Fox Federation Appraisal procedures and informally through regular meetings/discussions with Senior staff

Training and Development

Training and development will be given to ensure that the Catering Assistant is able to carry out their job and will play a full and active part in the performance of the Fox Federation.

Discipline, health and safety

All staff share an obligation to maintain good order and discipline at all times.
All staff are expected to safeguard the children across the Federation at all times.
All staff are expected to behave in a professional manner and in accordance with the Fox Federation values.

Collegiate Responsibility

In addition to the specific responsibilities of this post, every employee of the Fox Federation will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the School

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Executive Headteacher's approval.

Person Specification

Level 2 Food hygiene certificate (Essential and can be arranged by the school for the right candidate)

Experience, Knowledge and Skills

Customer care (Desirable)

Health and safety in the workplace (Desirable)

Working in the catering industry (Desirable)

Food preparation (Essential)

Ability to work under pressure and use own initiative (Essential)

Ability to meet deadlines (Essential)

Ability to work as part of a team (Essential)

Other Essential Requirements

Wear uniform provided, ensuring it is clean and tidy and observing good hygiene standards at all times

Flexible working approach to duties and working hours/pattern

Commitment to attendance and punctuality at work

Attend training course as and when required

Commitment to equality and diversity

Commitment to health and safety