

# Job Description



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Catering Assistant	<b>Post No</b>	
<b>School</b>	Smith's Wood Primary Academy		
<b>Band and Salary</b>	Band A £22,366 - £22,737 pro rata, per annum.		
<b>Responsible to</b>	Unit Catering Manager		
<b>Location</b>	Smith's Wood Primary Academy		
<b>DBS Check</b>	Enhanced		
<b>Fluency Duty</b>	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.		
<b>Special Conditions</b>	<p>Term Time only plus up to 3 designated days for training and cleaning per annum as required, which will usually take place on inset days.</p> <p>On occasions, there may also be a requirement to:</p> <ul style="list-style-type: none"> <li>Attend training which may occur outside of your normal working pattern</li> <li>Work additional hours to cover staff absence or support additional services i.e. wraparound or parent meetings</li> </ul>		

## 1. Job Purpose

The post holder will assist with the preparation and serving of meals, refreshments and other catering services as required and assisting to maintain levels of hygiene of the kitchen & equipment.

## 2. Key Responsibilities

### 2.1 Main Duties

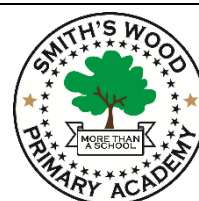
- Preparation and some cooking of food under the supervision of the Unit Catering Manager or other immediate Supervisor to required work instructions and quality standards.
- Complete any necessary associated documentation required relating to the provision of meals (e.g. recording food temperatures, meals served, pantry book entries).
- Prepare the dining room for service, placing out and putting away of dining room tables, chairs and utensils as required.
- Prepare the counter for service placing out relevant utensils and carry out delegated tasks for counter operation e.g. garnishing of food offering a high standard of food quality presentation and ensure the counter serviced runs smoothly and professionally.

	<ul style="list-style-type: none"> <li>• Transport food between service points, serve meals and assist pupils in choice of dishes, ensuring any special dietary requirements are met under the supervision of the Unit Catering Manager.</li> <li>• Develop and maintain effective communication and relationships with pupils and staff, responding to individual needs to promote and develop quality services.</li> <li>• Operate the cashless till system and assist with monitoring of meals recorded.</li> <li>• Complete cleaning duties as required, including: <ul style="list-style-type: none"> <li>○ washing up kitchen and dining equipment and utensils;</li> <li>○ cleaning kitchen production, preparation and storage areas;</li> <li>○ cleaning walls (up to 6 feet), floors, work surfaces, internal kitchen windows and heavy kitchen equipment and counters;</li> <li>○ maintaining the dining room in a clean and tidy state and carry out spot cleaning of spillages.</li> </ul> </li> <li>• To be immaculately presented in the correct uniform and maintain good personal hygiene at all times.</li> <li>• Follow relevant Health and Safety regulations and correct hygiene and safety procedures at all times.</li> <li>• Assist with the service delivery of promotional events.</li> <li>• Any other appropriate duties as required, including mandatory training requirements and training relevant to role.</li> </ul>
<b>2.2</b>	<b>Safeguarding</b>
	School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
<b>2.3</b>	<b>Health &amp; Safety</b>
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
<b>2.4</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3</b>	<b>Other Conditions</b>
<b>3.1</b>	<b>Mobility</b>
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
<b>3.2</b>	<b>Equal Opportunities</b>
	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
<b>3.3</b>	<b>Variations to Job Descriptions</b>

	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.4</b>	<b>Training and Development</b>
	The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
<b>3.5</b>	<b>Core Qualities &amp; Leadership Framework</b>
	The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

<b>Compiled/Reviewed</b>	A Price
<b>Date:</b>	23/10/24

## Person Specification



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

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<b>Responsible to</b>	Unit Catering Manager		

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	Level 2 Food Safety qualification OR successful completion within first 12 months	NVQ 1 or 2 in Food Production and Cookery	Certificates/ Application Form

<b>Skills &amp; Abilities</b>	Flexibility. Self-motivating		Interview
	Effective verbal communication skills		Interview
	Able to follow verbal and written instructions		Interview
	Basic numeracy and literacy skills		Application form

<b>Experience &amp; Knowledge</b>	An understanding of the importance of and experience of delivering excellent customer service	Previous food preparation / catering / hospitality experience	Application form / Interview
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	Experience of working effectively as a member of a team	Knowledge of a range of catering tasks and operation of associated equipment and tools.	Application form / Interview
		Knowledge of the food hygiene standards.	Interview
		An understanding of the importance of health and safety within catering environments.	Interview

<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	<b>Trust and Respect</b> - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	<b>Responsibility</b> - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview

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<b>Date</b>	23/10/24