

JOB DESCRIPTION

Job Title:	Catering Assistant
Responsible to:	Catering Manager
Location:	Longfield Academy
Salary:	NJC band 2, point 4
Working Weeks:	Term time only plus 5 PD days (46.8 weeks)

Aims of the Post:

To assist in the preparation and delivery of a quality school catering service using high standards of food hygiene / handling and safe working practices.

Main Responsibilities

- ◆ To undertake basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks
- ◆ To set out food/snacks and beverages displays including, where appropriate, replenishing vending machines
- ◆ To serve meals, snacks and beverages to pupils, staff and visitors as required
- ◆ To assist with food deliveries and storage of food and stocks as required, ensuring food is stored in line with health and hygiene requirements
- ◆ To clean the kitchen, dining areas and equipment to a high standard to ensure hygiene standards are met
- ◆ To undertake washing-up by hand and operate the dishwasher, including loading and unloading, and to ensure equipment is put away when clean and dry
- ◆ To set out meal trays, cutlery, tables and chairs and other serving equipment
- ◆ To clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
- ◆ To carry out duties with full regard to the School's Equality Objectives Policy in terms of employment and service delivery to ensure that pupils and colleagues are treated and services delivered in a fair and consistent manner
- ◆ To comply with health and safety policy and systems, report any incidents/accidents/ hazards and take pro-active approach to health and safety matters in order to protect both themselves and others
- ◆ To comply with all School and Trust policies including the no smoking policy
- ◆ To undertake any other duties of a similar nature related to the post and appropriate to the job grade, which may be required from time to time
- ◆ To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community

Continued/...

- ◆ To safeguard and promote the welfare of pupils for whom you have responsibility and come into contact with, to include adhering to all specified procedures
- ◆ To attend relevant staff meetings and training as required

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

Swift Academies Trust are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children



PERSON SPECIFICATION

Key

- A - Application form including personal statement
- S - Selection Process including interview
- R - Employment References
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Check

	Qualifications	Essential/Desirable	Stage Identified
1.	Basic Food Hygiene Certificate	D	A,C
2.	Current qualified First Aider	D	A,C
	Experience & Knowledge		
3.	Experience of working in a team	E	A,S,R
4.	Experience of working with a range of people	E	A,S,R
5.	Previous catering experience	D	A,S,R
6.	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	D	A,S,R
	Skills		
7.	Good Verbal communication skills and ability to communicate effectively at all levels e.g. pupils, staff and governors	E	S,R
8.	Good customer care skills and positive work ethic	E	A,S,R
9.	Ability to work on own and in a team and build productive working relationships	E	A,S,R
10.	Ability to observe good food and personal hygiene practices	E	A,S
	Personal Attributes		
11.	Suitability to work with children and young people	E	A,S,R, D
12.	Ability to form and maintain appropriate relationship boundaries with children	E	S,R,D
13.	Smart personal appearance and ability to comply with uniform requirements of the post	E	S,R
14.	Willingness to undertake further training/qualifications in catering field	E	A,S
15.	Capable of independent travel between schools	E	A,S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.