

## Job Description

Job Title	<b>Catering Assistant</b>	Department	<b>Catering</b>
Reporting to	<b>Catering Manager &amp; Head Cook</b>	Grade	<b>2.8</b>
Hours per week	<b>25 during term time + 3 days during school holiday</b>		
Hours of Work	<b>8.30 a.m. – 1.30 p.m. (Working in a primary school) 9.30 a.m. – 2.30 p.m. (Working in a secondary school)</b>		

### Summary:

The Catering Assistant's main role is to assist the Head Cook in supporting both students and management of the Academy by ensuring a delivery of both internal and external catering and food provision within the Academy Catering Framework to support the professional delivery of the curriculum.

### Principal responsibilities:

- To assist with the practical organisation of the day-to-day catering operation.
- To demonstrate competency in the use of equipment specific to the department for the purpose of maintaining a safe working environment.
- To perform daily duties in a safe and efficient manner in accordance with the current Food Safety Regulations and the Academy's Health & Safety policies.
- Report absences and illnesses to the Catering Manager.
- To assist with the provision of assigned site operations.
- To undertake all catering and cleaning duties as required.
- To assist with preparing and providing food for the purpose of meeting projected meal requirements and minimising waste food items whilst maintaining a high food standard and adequate quantities within the budget provided.
- Receive deliveries of food and supplies in accordance with the Food Safety Policy, including recording and storage of products.
- Maintain equipment, storage, food preparation and serving areas are in a sanitary condition for the purpose of complying with current Health and Safety Law.
- Report faulty or unsafe equipment to Catering Manager or Operations Director.
- To assist with the monitoring of stocks; food supplies, cleaning products, beverages, disposables and FSM records as necessary.
- To assist with the day to day cash sales system including record keeping, sales transactions, banking and payment handling.
- To liaise with Students, Parents and Guardians when necessary in a professional and respectful manner.
- Ensure that the Food Safety Management Procedures are complied with by all staff and personnel within the Catering Facilities and report to Manager any anomalies.

- Assist with the monitoring of the canteen service and dining areas with the purpose of ensuring a safe and sanitary environment.
- Assist with administration duties where appropriate.
- Investigate and maintain a working knowledge of developments in catering and associated areas.
- To ensure that all Health and Safety procedures are followed in accordance with the Academy Health and Safety policy.

**Universal:**

- To be personally committed to the process of continuous improvement in the Academy.
- To participate in relevant staff development and training activities.
- To participate in personal Professional Development.
- To comply with Health and Safety requirements.
- To comply with "Rights and Responsibilities".
- To be committed to safeguarding and promoting the welfare of children and young people.

Name: \_\_\_\_\_ Signed \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_ Signed: \_\_\_\_\_

Date \_\_\_\_\_

**SELECTION CRITERIA:**

<b>SPECIFICATION (Job Related)</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Education	Good standard of literacy and numeracy	GCSE English & Mathematics or equivalent
Knowledge	HACCP & FSMS (Basic)  Recording & monitoring Data  Knowledge of Health & Safety	Computer literate Basic Accountancy Cash Handling & Till work Knowledge of COSHH Knowledge of Health & Safety Regulations

	regulations	Nutritional & Dietary Knowledge
Skills	<p>Cookery Skills</p> <p>Organising &amp; Planning skills</p> <p>Written &amp; Verbal communication skills</p> <p>Interpersonal skills</p>	<p>Driving Licence</p> <p>Knife skills</p>
Personal Qualities	<p>Ability to work as part of a team</p> <p>Ability to work independently</p> <p>Ability to work under instruction</p> <p>Ability to relate well to others, both adults &amp; children</p>	Confident

King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All staff will be expected to promote fundamental British values.