

Catering Assistant, Grade 2

Job Description & Person Specification

June 2023

The post holder reports to the Catering Manager.

Main Purpose of the Job:

To work as part of the Team and contribute to the achievement of its objectives, providing an effective and efficient catering service.

To support the Catering Manager in the business development and day to day operation of the catering function, ensuring that all health and safety regulations are adhered to.

To support the Catering Manager in the safe, effective and efficient operation of all aspects of the catering service including record keeping and the completion of financial returns.

The postholder will be initially assigned to Rolls Crescent Primary school but may be required to work at other schools across the Trust.

Main Duties

1. Assist with the preparation, of meals in line with safe working practices and food hygiene regulations.
2. Provide our breakfast club provision
3. Serve meals ensuring correct portion control and referring to allergen control procedures.
4. Clean kitchen equipment and dining furniture as required in designated areas.
5. Assist with the moving and setting up of dining furniture in designated areas.
6. Provide a customer focused services, which are both courteous and responsive to the needs of the customers at all times.
7. Ensure compliance with food hygiene and COSHH (Control of Substances Hazardous to Health) regulations at all times.
8. Restock, clean equipment, utensils, and equipment to proper storage areas noting any damages and items to be replaced.
9. Support the team in promoting equal opportunities in the workplace and delivering services, which are accessible and appropriate to the diverse needs of service users.
10. Actively pursue own personal development and take full advantage of training provided.

11. Undertake such duties as may be considered appropriate by the Catering Manager in line with the needs of the service.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

The post-holder may be required to work outside of normal school hours on occasion (eg to assisting the catering for events and celebrations), with due notice.

Person Specification for Catering Assistant

Key: A = Application I = Interview R = Reference

Selection criteria	Method of Assessment	Essential	Desirable
Qualifications, Training and Experience			
Active listening and verbal communication skills for effective interaction with customers, other catering colleagues and other school employees	I	✓	
Hold or be willing to work towards an NVQ Level 2 Certificate in Food Preparation and Cooking	A, I	✓	
Hold or be willing to undertake a minimum of Level 1 Food Hygiene Certificate	A, I	✓	
Ability to work under supervision and as part of a team	A, I, R	✓	
Knowledge of basic hygiene and health and safety	A, I, R		✓
Knowledge of COSHH Procedures	A		✓
Basic numeracy and ability to accurately complete daily returns	A, I, R	✓	
Willing to abide by the Trust's no smoking policy	A	✓	
Personal Style and Behaviour			
Tact and diplomacy in all interpersonal relationships with the public and colleagues at work	I, R	✓	
Self-motivation and personal drive to complete tasks to required timescales and quality standards	A, I	✓	
The flexibility to adapt to changing workload demands and new organisational challenges	A, I	✓	
Personal commitment to ensure that services are equally accessible and appropriate to the diverse needs of service users.	A, I	✓	
Personal commitment to continuous self –development	A	✓	
To wear the uniform provided	A	✓	
To consent to a DBS disclosure and Safeguarding Training	A	✓	