



Job Description

Post Title: Catering Assistant

Pay Scale: Grade 1

Responsible to: Catering Manager

Main Purpose of the Post:

- To assist in the service and preparation of food and beverages to a range of customers and undertake general cleaning duties within the Catering Department.

Principal Accountabilities:

- Assist in the preparation of food and beverages.
- Serve customers from various services points.
- Able to operate tills and an understanding of cash and cashless sales systems.
- Undertake any relevant cleaning tasks as directed.
- Ensure that tables are kept clear and clean as reasonably practicable.
- Ensure display units are adequately stocked and stock rotated.
- Main high standards of personal hygiene and general cleanliness and comply with statutory and Multi Academy Trust regulations.
- Able to assist in events which fall outside of normal working hours.

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature which may be covered by the Data Protection Act (1998). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Academy/School's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Multi Academy Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to

perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Knowledge, Skill and Experience:

- Foundation Level Food Hygiene qualification.
- Knowledge of current and pending legislation relating to food hygiene, Health and Safety and a working knowledge of corporate and departmental policies, procedures and processes relating to general/school catering service provision.
- Practical catering experience and/or qualifications relevant to school catering.
- Have creative and organisational skills.
- Have basic written skills for the completion of on-site documentation and form completion.
- Have a basic understanding of one-to-one coaching skills.
- Able to communicate effectively with students and staff.
- Able to work as part of a team and use own initiative.
- Able to keep calm under pressure, particularly in challenging circumstances.

Creativity and Innovation:

- Work to Multi Academy Trust policies and procedures as stipulated in the Academy Handbook.
- Design, develop and implement systems, policies and procedures to ensure efficiency and compliance of the catering service across the Multi Academy Trust.

Decision-Making:**Discretion:**

- Use discretion when to seek advice from line management, e.g. serious compliance issue.
- Respond to on the spot incidents requiring immediate attention/decisions on and off the academy/school premises and/or without direct contact with a Senior Member staff.

Consequences:

- Positive impact on the quality of catering services offered to students and the community.

Contacts and Relations:

- Contact on a daily basis with Executive Principal, Senior Leadership Team, Academy Staff and Governors for the exchange of information.
- Contact on a daily basis with students and parents to offer support and guidance.
- Contact with Line Manager and Senior Leaders to raise issues and report information.

Responsibility for Resources:

- No responsibility for physical or financial resources.

Working Environment:**Work Demands:**

- Work is subject to interruption and internally fixed deadlines to ensure Multi Academy Trust policies and regulations are adhered to.
- Work is also subject to external deadlines which are non-negotiable (food standard compliance) and the Academy could incur penalties if not met.

Physical Demands:

- Work will require normal physical effort.

Working Conditions:

- There may be exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day school catering environment.

Work Context:

- Work is undertaken in a school catering environment and may be subject to challenge from parents and students.

Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible: 0.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature