



Job Description

General Catering Assistant

Key responsibilities of the post:

- To support the management team in delivering a first class food and beverage offer to the students, staff and visitors to LAE Stratford
- The duties for the service team will vary each day and you will be expected to work professionally and efficiently in the area delegated to you

Specific tasks to achieve the above:

Service quality

- Assist with basic preparation of raw ingredients, as directed by the Catering Manager or Sous Chef
- Help students make choices and encourage students to use the facility
- Make sure that all parts of the servery and seating areas are clean and tidy
- Return dirty crockery to the wash-up area
- Process dirty equipment through the dish-wash
- Assist with the presentation and service of food
- Assist with the service of functions
- Keep the servery area clean
- Respond positively to customer feedback and ensure it is recorded in the feedback book

Till and cash handling

- Ensure that the till is functioning correctly
- Ensure each customer is served promptly and in a friendly way
- To keep the till area clean and tidy at all times
- To work flexibly to support the team e.g. making sure that counters are topped up or assisting with food service
- Ensure menu signage is correctly and professionally displayed each day

Kitchen Porter responsibilities

- Receive goods from suppliers, check condition and temperature and store goods correctly
- Wash up all pots and pans and place back in their clean storage area ready for use.
- Complete cleaning tasks as designated on the cleaning rota
- Assist with the movement of food and equipment around the building
- Remove waste from the kitchen and servery areas and keep the waste area clean

Team working

- Support all team members in carrying out daily tasks
- Work at all times with consideration for the safety and wellbeing of colleagues
- Attend and implement in practice all training provided
- Report any breaches of compliance e.g. food hygiene to the Sous Chef or Catering Manager

Resources

- Minimise resource wastage, including food, disposables and energy

Health and Safety

- Maintain food safety and hygiene systems and general risk controls, ensuring compliance with current and future legislation in accordance with training
- Ensure that customer food allergy and intolerance contamination risks are minimised or eliminated through compliance with policies and training received
- Partake in ongoing and periodic cleaning duties
- Comply with LAE Stratford's health and safety policy
- Operate all equipment in accordance with training and report any damage, or irregularity with work practices, equipment, fixtures and fittings to the Sous Chef or Catering Manager

General responsibilities of an LAE Stratford member of staff:

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people



- To play a full part in the CPD programme, including prior to the start of the academic year
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility

Other clauses:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties
- The post holder may deal with sensitive material and should maintain confidentiality in all school related matters

Recruitment and Selection Policy Statement

The school's governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person specification

Essential Professional Criteria	How these will be confirmed
Qualifications Level 2 food hygiene certificate or willing to train	Sight of original exam certificates / academic qualifications will be requested
Personal Attributes and Qualities Able to remain calm when working under pressure Tidy, organised and methodical Good communication and inter-personal skills A well-presented appearance A hard-working and "can-do" attitude An interest in food	There will be opportunities at interview to discuss experiences and examples that demonstrate these References will also ask about aspects of these
Desirable professional criteria	How these will be confirmed
Qualifications Recognised catering qualifications	Sight of original exam certificates / academic qualifications will be requested
Knowledge and experience Catering experience, ideally in a school kitchen	There will be opportunities at interview to discuss experiences and examples that demonstrate these