

# Job Description

**Job title: Catering Assistant**

**Salary: OAT Catering 1 (£20,441.00-£24,441.00) Pro Rata**

**Start Date: ASAP**

**Contract Type: Part Time (20 hours per week, term time only)**

**Contract Term: Permanent**

## Job purpose

Undertake a full range of catering duties to ensure the efficient and effective running of Academy catering provision, performing all necessary tasks as requested by the Business Manager or Catering Manager.

## Duties and Responsibilities

- a) Assist in the preparation, cooking and serving of basic food (hot and cold) and beverages using set recipes/specifications.
- b) Assist in waste materials removal and disposal.
- c) Use of kitchen equipment, knives for food preparation.
- d) May be required to undertake first aid duties.
- e) Refill and replace sauces, condiments and other consumables.
- f) Assist in proper storage and stock control of chemicals and foodstuff.
- g) Take money for meals and operate a cash register.
- h) Undertake cleaning and washing up as directed in the kitchen, serving and dining areas.
- i) May assist with moving and setting up dining areas.
- j) Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
- k) Works to set standards and maintains consistent standards.
- l) May demonstrate own duties to new or less experienced staff.
- m) Exchanges information with other catering and dining staff.
- n) Interaction with pupils to establish their needs.
- o) Count cash and reconcile with the till report.
- p) Maintain basic records such a food temperature where required.
- q) Identify straight forward solutions to simple problems.

# Person specification



## Qualifications

- a) Craft training or cookery qualification or equivalent experience required.
- b) First aid at work may be a requirement or paediatric first aid.
- c) Excellent numeracy, literacy and IT skills.

## Knowledge, skills and experience

- a) Basic food hygiene required.
- b) Willingness to undertake health and safety training.
- c) Basic food preparation skills required.
- d) Basic numeracy to understand weighing and till reconciliation.
- e) Basic literacy to read instructions.
- f) Previous catering experience desirable.
- g) First aid at work may be a requirement or paediatric first aid.
- h) Required to stand for long periods with some carrying of weights.
- i) Some exposure to heat and noise in the kitchen.

## Personal attributes

The successful candidate will have:

- a) Self-motivated with a positive outlook
- b) Ability to relate well to children and adults
- c) Willingness to work flexibly in order to meet tight deadlines and develop the service
- d) Commitment to team working
- e) Willingness to undertake further training as required
- f) Normal physical effort with a mixture of sitting, walking and carrying minor loads
- g) Work normally carried out in an office environment