



**Location:** Hall Park Academy, Mansfield Road, Eastwood, NG16 3EA

**Salary:** Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 - 32

**Hours of work:** 26.5 hours per week, term time only

**Responsible to:** Catering Manager

**Post objective:** Responsible to the Catering Manager to assist in the preparation and serving of school meals and maintaining the cleanliness of the Kitchen and dining areas.

Main Duties and Responsibilities:

#### Key Areas of Responsibility

##### Catering Provision

- Assist the Catering Manager with the preparation and cooking of school meals.
- Assist Catering Manager with supervision of staff.
- Kitchen cleaning and cleaning of equipment.
- Service of meal and washing up after meal.
- Maintenance of health & safety in the kitchen.
- Assist Catering Manager in training new staff in cooking methods and methods of work in kitchen.
- Assist Catering Manager with health and safety training.
- Assist the other members of the school community with the promotion and implementation of healthy eating.
- Assist with any extra catering required by the school other than the school meal.
- Take control of kitchen in absence of Catering Manager.

##### Health & Safety

- To ensure adherence to all procedures within the operations manual.
- To ensure compliance with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
- To ensure the safe operation of kitchen equipment at all times.

- To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
- To ensure that all kitchen areas are clean and free from hazards.
- To undertake regular Risk Assessments.
- To ensure that all accidents and incidents are reported, including notifiable diseases.
- To ensure the security of the catering area at all times.
- To be responsible for the regular inspection and maintenance of the First Aid Box and arrange replenishment as necessary.
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.

### **General Responsibilities**

- To work as part of the Catering Team.
- To actively contribute to development initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in school and aspects of commercial viability.
- To operate in line with the ethos, culture, overall aims and policies of the school.
- To work flexibly and undertake, when required, other duties associated with supporting the needs of pupils, as may reasonably be determined by the Headteacher or their representative.
- Operate and manage the till system (Impact biometric)