

Academies Enterprise Trust

**Job Description**

**Job Title:** Catering Assistant

**Location:** North Ormesby Primary Academy

**Hours of work:** 15

**Reports to:** Head Cook

**Purpose of the Role:**

To assist as directed by the Head Cook, with all aspects of the preparation of food and beverages to the standards required by the academy.

**Main Duties & Responsibilities:**

- Ensure the service and food preparation areas are safe and hygienic and codes of practice are adhered to.
- Serving pupils at the counter and accurately using the cashless catering tills
- To provide assistance with preparation, cooking and service of food and beverages to the required standard.
- To follow menu plans agreed for meal times on the shift you are responsible for
- To follow the menu and recipes agreed
- To occasionally assist with special functions which may be outside of normal working hours.
- To follow sound hygiene practices.
- To ensure that health and safety regulations are observed in working practices.
- To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.
- To undertake all aspects of cleaning equipment (light and heavy), walls, floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed.
- During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.
- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
- To attend training activities and/or meetings as required.
- Occasionally, to assist with special functions at the school which may be outside of normal working hours.
- To report any customer comments or complaints and take any necessary remedial action if appropriate.

**General**

To participate in meetings, training, other staff development and CPD activities and performance development as required.

To be aware of and comply with all Academy policies and procedures including child protection, health and safety, security, confidentiality and data protection.

To provide assistance to other members of the Academy during periods of high demands, aiding in the completion of tasks during times of peak load, substituting for others in their absence, as necessary, and to meet the needs of the Academy.

To maintain a tidy and efficient work area from which information is easily accessible.

### **Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. 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.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. 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 the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### **Person Specification**

**Job Title: Catering Assistant**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role		
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role		<ul style="list-style-type: none"> <li>• Experience of working within a school canteen environment</li> <li>• Experience and knowledge of food hygiene regulations</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
	Abilities	<ul style="list-style-type: none"> <li>• Ability to resolve problems by assessing situation and using judgement for best course of action</li> <li>• Ability to organise workload, working to tight deadlines under pressure, whilst maintaining attention to detail</li> <li>• Ability to provide excellent customer service</li> </ul>	

		<ul style="list-style-type: none"> <li>• Ability to work effectively as a part of a team</li> <li>• Ability to use initiative and work independently</li> <li>• Ability to communicate effectively to a variety of audiences and to maintain effective relationships</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Ability to remain calm under pressure</li> <li>• Ability to plan and manage own time effectively</li> <li>• Demonstrate a creative approach to work</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>◦ Be unusually brave</li> <li>◦ Discover what's possible</li> <li>◦ Push the limits</li> <li>◦ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	•