



Job Description

Role	Catering Assistant		Reports to	Catering Manager
Grade	Grade 3, Spinal Point 5 (actual £5,323.96)		Hours of work	12.5 hours per week, term time only (11:30am to 2pm)
Purpose	Under the direction of the Catering Manager, provide support in the preparation, cooking and service of food plus related catering duties at Maiden Erlegh School in Reading.			
Scope	Main contacts: Students, Staff	Staff responsibilities: No	Financial accountability: None	
Accountabilities	<div>1. Assisting with the preparation and service of food and the cleaning of premises and equipment</div> <div>2. Serving food in an efficient, friendly manner</div> <div>3. Washing up kitchen equipment and tableware</div> <div>4. Cleaning dining area and kitchen premises</div> <div>5. Cleaning kitchen equipment</div> <div>6. Support the supervision of students in the Dining area</div> <div>7. To undertake any other relevant duties as required by the school</div>			
Personal Attributes	<div><div>• NVQ Level 2 or equivalent</div><div>• Knowledge of Health and Safety regulations and first aid</div><div>• Food Hygiene qualification an advantage or willing to train</div><div>• Flexible and good interpersonal skills</div><div>• Capable of moderate physical activity (lifting pans, standing)</div><div>• Some experience of serving food and working with children</div><div>• Capable and willing to work on own initiative</div><div>• Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others)</div><div>• To be aware of the need for good hygiene practices and ensure high standards of:<div><div>○ Personal hygiene</div><div>○ Kitchen hygiene in the preparation and service of food</div><div>○ Cleanliness of equipment and premises</div></div></div></div>			
Organisational Chart	<div><div>Trust Catering Manager</div><div>Catering Assistant</div></div>			

Maiden Erlegh Trust is committed to ensuring that we promote student health, enjoyment, safety, participation in wider school life, social and economic wellbeing and academic achievement. Employees of the school are expected to show understanding of this agenda and to give expression to it in their work at the school. All posts require an enhanced DBS disclosure.

Signed: _____
Post holder

Date: _____