# **Dragonfly Education Trust**

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| **Job Title** | General Catering Assistant |
| **Responsible to** | Catering Manager / Head Chef |
| **Hours of Work** | 25 hours per week, term time including inset days (39 weeks) and up to a maximum of 10 evening functions per year |
| **Grade** | Grade R |
| **Job Purpose** | To work as a team to provide a catering service to the standards required within the trust. To deliver pre-prepared school meals within the local area to other schools. To adhere to relevant legislation and school policy. |

### **Key Tasks & Responsibilities**

* To assist in the preparation of food as directed using industry recognised catering techniques, methods, equipment and food commodities (e.g. fresh, freeze dried, frozen and dehydrated products) including the production of sandwiches, baguettes, salads, simple sauces, biscuits and pre-mixes according to requirements.
* To operate kitchen machinery such as mixers, slicers (when trained), dishwashers, steriliser, etc. as required.
* To assist with the setting up of the service counter, service of food according to type of service used and clearing of service area. To include, where appropriate, ensuring safe delivery of food (at the correct temperature) to service users at the place of their choice and assisting colleagues in ensuring that access to food and beverages are available in accordance with service needs.
* To assist in the kitchen and dining room, which may be away from the main kitchen area as required. To include setting up of the dining room in preparation for dining and supervision of queues as directed by the Catering Manager.
* To wipe tables, clear trays and trolleys, empty waste bins or similar receptacles, transporting waste material to designated waste compound.
* To wash crockery, cutlery, cooking and serving utensils and kitchen machinery.
* To operate tills to administer Cashless Catering, free school meals and staff duty meal authorisation processes, enabling an efficient customer service.
* To assist in the monitoring and maintaining of records of daily fridge and freezer and food temperature in accordance with Food Hygiene Regulations and Health & Safety Policy.
* To assist in the routine and in-depth cleaning of the kitchen, dining room and kitchen equipment on a regular basis using equipment and chemicals as recommended, in accordance with Health & Safety and COSHH requirements.
* To assist the Catering Manager and Assistant Cook in any task associated with catering which is required and to develop, under instruction, skills in this area.
* To assist in the completion of risk assessments as appropriate, to include the reporting of any hazardous or potentially hazardous situations.
* To load the school catering vehicle with pre-prepared meals
* To deliver the pre-prepared meals to local schools using the school catering vehicle

### School Support & General

* To attend all department meetings and relevant staff meetings.
* To attend all training courses as directed by the Catering Manager.
* To participate in the School’s Performance Management Review process and make use of professional development opportunities.
* To play an active and positive role.
* To familiarise yourself with the working practices of the Department.
* To maintain confidentiality according to organisation and legal requirements.
* To be aware of equal opportunities policies and principles and health & safety regulations
* The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
* To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

### Physical Effort

The postholder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. putting out and packing away tables, clearing tables, sweeping the floor, clearing up spillages.

The postholder must be able to load/unload boxes of a reasonable weight in and out of a vehicle and push/pull a trolley laden with the boxes.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

**Dragonfly Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**Personal Specification**

It is expected that the successful candidate would possess the following attributes:

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| **Essential** |
| A basic level of literacy and numeracy |
| Good customer service skills |
| Valid Food hygiene certificate |
| Ability to follow work to instruction |
| Works well as part of a team. |
| Responds enthusiastically to a demanding and busy environment |
| Positive attitude to working with young people. |
| Ability to work well with both children and adults. |
| Reliable and adaptable approach to work activities |
| Willing to work extra hours |
| Approachable and friendly |
| Current, clean driving licence |
| Able to:   * Reach overhead and below the knees, including bending, twisting, pulling, and stooping * Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance   Use electronic devices to communicate |
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| **Desirable** |
| NVQ Level 1 or equivalent qualification in catering |
| Experience of providing catering on a large scale. E.g. in a hotel, restaurant, care home or secondary school. |
| Experience with secondary age children in a paid, voluntary or domestic environment |