



Job Description & Person Specification

Job Title: Catering Assistant

Scale: 2

Job Purpose: Prepare, cook and present food, assist in serving meals and with other associated kitchen duties.

Reporting Arrangements

Reporting to: Catering Manager

Main Responsibilities:

- Prepare, cook and present food, under the direction of the Catering Manager
- To assist with serving meals, and collecting used crockery and cutlery at the end of the lunch period
- Contribute to general kitchen and dining room duties (e.g. Washing up, setting up, clearing away of equipment and tables) under the highest hygiene controls
- Clean the kitchen(s), surrounds and equipment, under the highest hygiene controls
- To store goods delivered
- To assist with the operation of cash tills/cashless tills where appropriate
- Ensure all tasks are carried out with due regard to the appropriate policies and procedures i.e. Health and Safety, Food Hygiene, Food Standards, Allergens, Risk Assessments etc.
- Attend training appropriate to the role
- Maintain confidentiality of information acquired in the course of undertaking duties for the school
- Maintain good working relationships with staff, students and visitors
- Undertake such other duties appropriate to the post, as may be required

Trust Responsibilities:

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).

- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

Safeguarding:

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

Core Behaviours:

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

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| ➤ Adaptable | - Open to change, to be flexible. |
| ➤ Courageous | - Willing to speak up, offer ideas, challenge the norm. |
| ➤ Hard Working | - Strong work ethic, prepared to go the extra mile. |
| ➤ Inclusive | - Treat others fairly and equally. |
| ➤ Engaged | - Involved/absorbed in your work, participate at all times. |
| ➤ Value | - Add value to your role, your team and the Trust. |
| ➤ Enquiring | - Have an enquiring mind, curious, improve and find solutions. |
| ➤ Motivated | - Pro-active, wanting to achieve goals, willingness to try, can do attitude. |
| ➤ Encouraging | - Giving/offering support and confidence to others, working together. |
| ➤ Navigator | - Providing guidance, leading when necessary. |
| ➤ Tenacious | - Perseverance, never giving up, whatever it takes. |

Person Specification:

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Sound educational background including GCSE's Maths and English (A*-C) or equivalent 	
Knowledge and Experience	<ul style="list-style-type: none"> • An understanding of basic health, safety and security issues in school • An understanding of food quality and customer service • Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity 	<ul style="list-style-type: none"> • Prior catering or food service experience • An understanding of the various cleaning methods and techniques • An understanding of food preparation methods and food safety standards • Experience of working in a school environment • Experience of working with confidential information
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively with both adults and children • Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to demonstrate engaging oral and written communication 	
Other Qualities	<ul style="list-style-type: none"> • Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Ability to remain calm under pressure • Flexible • Good team player • Willingness to undertake further training • Commitment to safeguarding and promoting the welfare of children 	<ul style="list-style-type: none"> • Full driving licence