



## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### JOB DESCRIPTION

<b>Job Title:</b>	Casual General Kitchen Assistant		
<b>Base:</b>	Tong Leadership Academy		
<b>Reports to:</b>	Catering Manager	<b>Salary:</b>	£8.50 per hour – with an increase to meet the Living Wage
<b>Staff Responsibility for:</b>	n/a		
<b>Additional:</b>	As assigned.	<b>Term:</b>	<b>Casual Hours</b>

### JOB PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

### JOB SUMMARY

1. To assist in providing a quality food service to customers within the school guidelines and adhering to hygiene, health and safety regulations.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

#### 1 Duties and Responsibilities

- 1.1 To be aware of the daily menu content and portion size through liaison with the cook/manager.
- 1.2 To assist in basic food production of certain hot and cold food items as dictated by the cook/manager.
- 1.3 To ensure that the correct service equipment is set up ready, prior to service.
- 1.4 To check the dining area is clean and ready for service and that adequate supplies are available of cutlery, crockery, glasses and that they are clean and in good condition.
- 1.5 To inform cook/manager in advance of any menu shortages in order to ensure a quick and efficient service and to keep queues to a minimum.
- 1.6 To work on the tills in the dining room on a rota basis, where a cashless system is in operation.
- 1.7 To actively supervise students in the dining room on a rota basis.

- 1.8 To perform any other duties as dictated by the needs of the business as and when required and through agreement with the manager.

## **2 Hygiene, Health and Safety**

- 2.1 To comply with legislation and follow rules and regulations laid down in the staff handbook with regard to uniform, personal hygiene, health and safety.
- 2.2 To carry out cleaning duties in accordance with the cleaning schedule provided.
- 2.3 To report all accidents and any hygiene, health and safety hazards to ensure the safety of staff and customers.
- 2.4 To carry out correct procedures with regard to food hygiene as laid down in the Food Safety Manual.

## **3 Client and Customer Relations**

- 3.1 To maintain a professional image by being polite, helpful and courteous at all times

## **4 Other responsibilities**

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.

## **5 Records management**

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with the Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Contract'.

## PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	Food hygiene qualification	<b>D</b>	✓	
2.	Adult Literacy/Numeracy at level 1	<b>D</b>	✓	
3.	Willingness to participate in development and training opportunities	<b>E</b>	✓	✓
<b>EXPERIENCE</b>				
4.	Experience of working in a large catering environment	<b>E</b>	✓	✓
5.	Experience of working in a team situation	<b>D</b>	✓	✓
6.	Working with or caring for children of relevant age or relevant experience e.g. voluntary organisation, parental caring responsibility	<b>D</b>	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
7.	Ability to relate well to pupils and adults	<b>E</b>	✓	✓
8.	Ability to understand school roles and responsibilities and your own position within these.	<b>E</b>	✓	✓
9.	Ability to remain calm under pressure	<b>E</b>	✓	✓
10.	Ability to work constructively as part of a team	<b>E</b>	✓	✓
11.	Demonstrate good co-operative, interpersonal and effective listening skills	<b>E</b>	✓	✓
12.	Good numeracy/literacy skills	<b>E</b>	✓	✓
13.	Ability to use relevant equipment after training	<b>E</b>	✓	✓
14.	Knowledge/understanding of a commercial catering environment	<b>D</b>	✓	✓
<b>PERSONAL QUALITIES</b>				

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
15.	Approachable, courteous and able to present a positive image of the school to callers and visitors	E	✓	✓
16.	Flexibility and willingness to accept change	E	✓	✓
17.	Demonstrate a commitment to working with children of the relevant age	E	✓	✓
18.	Maintain confidentiality in matters relating to the school, its pupils, parents and carers.	E	✓	✓
19.	Candidates should indicate an acceptance of and commitment to the principles underlying the School's Equal Rights policies and practices.	E	✓	✓
20.	Will not require holiday leave during term time	E	✓	✓
21.	Must be legally entitled to work in the UK (Immigration, Asylum and Nationality Act 2006	E	✓	✓
22.	No contra-indications in personal background or criminal record indicating unsuitability to work children/young people/vulnerable clients/finance	E	✓	✓
23.	DBS check required	E	✓	✓
24.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'	E	✓	✓
25.	A strong commitment to the Trust value of 'Service'	E	✓	✓
26.	A strong commitment to the Trust value of 'Teamwork'	E	✓	✓
27.	A strong commitment to the Trust value of 'Ambition'	E	✓	✓
28.	A strong commitment to the Trust value of 'Respect'	E	✓	✓
29.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity	E	✓	✓
30.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment	E	✓	✓