



PEGASUS CATERING : Catering Assistant

Job title:	Catering Assistant
Grade:	G1
Hours:	20 hours per week (10am - 2pm) (39 weeks Term-time)
Responsible to:	Headteacher, Premises & Income Manager, Catering Manager
Supervisory responsibility:	None

Job Description

Main purpose of the job

- To assist with the preparation and serving of meals
- Model positivity, passion and show a commitment to going above and beyond for the Priestmead community
- Be committed to teamwork through valuing all team members and being committed to effective communication
- Be responsible and accountable for achieving the highest possible standards in food hygiene and service
- Treat pupils and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's professional position
- Be a reflective and honest practitioner
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Responsibilities

- Preparation of food items and basic cooking
- Washing up
- Cleaning of kitchen according to established routines and statutory guidelines
- Serving food and ensuring children are making a balanced meal choice. To ensure correct portion control if followed as per the National Nutrition Standards
- Removing waste from the kitchen to the bin area
- To follow all Health and Safety laws and guidelines and work within Food Hygiene Standards
- To follow all school policies relating to children's welfare and safeguarding. Including but not limited to - equal opportunities, health and safety, safeguarding, confidentiality and child protection
- Receiving deliveries and storing accordingly
- To assist with special functions at the school including Staff Development Days
- To assist with deep cleaning of the kitchen when required by the Catering Manager
- To maintain a high standard of personal cleanliness in line with statutory regulations
- To attend training or professional development as required by the role
- Regularly review the effectiveness of your skills, refining your approaches where necessary responding to advice and feedback from colleagues



- Perform any reasonable duties as requested by the Headteacher, Premises and Income Manager or Catering Manager within the general scope and purpose of the job

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation

of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder _____ Date ____ / ____ / ____

Signature of headteacher _____ Date ____ / ____ / ____

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Person Specification

(write no more than 2 sides of A4 as a supporting statement; generic CVs not accepted)

All elements are essential unless otherwise stated

Qualifications & Experience

- 1 Experience working within a customer or child focussed environment
- 2 Either have or be willing to have Level 2 Food Hygiene qualification

Personal Attributes / Knowledge and skills

- 3 Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and where applicable, pupils. Dedicated team-player
- 4 Organised and self-motivated
- 5 Reasonable physical fitness
- 6 Have an understanding of all Safeguarding policies and guidelines within a school setting
- 7 Have a smart and professional appearance and be reliable
- 8 Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development
- 9 Self-motivated and able to work alone without direction