

## PIONEER EDUCATIONAL TRUST – Job description

<b>Job title</b>	Catering Assistant (with driving duties)
<b>Pay and conditions</b>	Salary Range: Grade 2, point 10-14 Term time (38 weeks) plus 5 days Hours: Monday – Friday; 9am – 3pm (no lunch break)
<b>Primary location</b>	Upton Court Grammar School
<b>Line Managed By</b>	Catering Director
<b>Notice Period</b>	4 weeks

### JOB PURPOSE

- To assist in the provision of an efficient and effective catering service in accordance to Healthy Eating and DFE guidance
- To assist in the preparation, cooking, presentation and serving of meals and dining room arrangements
- To support the raising of standards of achievement and attainment of students
- To comply with food hygiene and Health & Safety regulations - Safer Food Better Business
- Contribute to the overall ethos, work and aims of the Trust and model the highest standards of professionalism.

### MAIN DUTIES AND RESPONSIBILITIES:

#### Catering Provision

- To maintain good relationships with all staff, students, visitors, suppliers and contractors
- To check and put away deliveries as required ensuring food delivered is handled and stored correctly including the rotation of stock
- To carry out cleaning and maintenance tasks within catering and dining areas to ensure a clean, safe and working environment at all times
- To wash all kitchen utensils and equipment and put away appropriately
- To clean major kitchen equipment (oven, refrigerators, walls etc) as per the cleaning schedule
- To clean the kitchen and the surrounding catering, serving & eating areas
- To assist in the deep cleaning of the kitchen as required.
- To perform other cleaning duties as assigned by the Catering Director or Cook
- To maintain a high standard of personal and kitchen hygiene
- To carry out and record equipment and appliance checks as required
- To carry out and record temperature testing as required
- To inform the Catering Director or Cook of stock levels and requirements
- To assist in the preparation and cooking of food to the highest standard
- To serve all food and beverages during service times having due regard at all times to quality control and quantity
- To provide a good standard of customer service to all users of the catering area
- To maintain and fill vending machines as required
- To carry out special catering function work as required

#### Learning Provision

- To contribute to the “Being Healthy” strand of “Every Child Matters”; to support the catering team in the development and delivery of healthy eating activities in school
- To talk to the pupils, staff & visitors as appropriate – in order to guide their choice of menu items and increase awareness of foods

## Operational

- To prepare the dining area prior to and after service, which may include the moving and / or setting up of furniture, trolleys and equipment and including wiping all tables with sanitizer
- To maintain a clean and safe dining environment between sittings
- To ensure any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily if required
- To empty bins and replenish with plastic sacks, ensuring all full plastic sacks are taken and deposited in the appropriate rubbish skip
- To clean outside kitchen area, including drains and dustbin area
- To organise lunch queues and entrance of pupils into dining hall / servery area; ensuring good behaviour and calm atmosphere
- To assist in the supervision of pupils in the dining halls to ensure the maintenance of good order and discipline in accordance with school policies
- To support school policies by reinforcing acceptable behaviour of pupils whilst in the dining hall
- To report incidents involving pupil's welfare or behaviour to the Catering Director or Cook /SLT on duty supervision

## Driving Duties

- Pick up and deliver prepared meals, food stuffs and supplies to and from preparation kitchen and satellite school sites.
- Load food carrier containers with prepared meals into vehicle for delivery, at satellite site unload and transport food carrier containers into kitchen; return to each satellite site to pick up food carrier containers, load into vehicle and return to preparation kitchen.
- Maintain routine records related to delivery and food service duties.
- Perform daily safety inspection of vehicle and operate vehicle safely obeying traffic laws.
- Ensure food boxes are transported in a safe and hygienic manner in line with health and safety requirements.
- Ensure deliveries and collections are completed within the required time limits, but without compromising on customer service. This may involve contacting the Customer or Catering Director if there is significant delay.
- Work in compliance with health and safety standards with regard to manual handling of loads.
- Ensure that vehicles defects are reported to Catering Director as soon as they are noted.
- Carrying out a routine check of the vehicle each week to check tyres and the outside body work and report any issues to Catering Director
- Carry out a weekly internal inspection of the van interior and undertake a check of the restraining straps for wear and tear and clean the walls and floor. Any spillage that occurs at any other time should be cleaned on the day or following morning (except on a Friday when it must be done on the day).

## Administrative / Financial

- To complete administrative duties to the required level of accuracy
- To complete financial duties to the required level of accuracy including the reconciliation of biometric till
- To operate the biometric till and take the correct payment for food and/or beverages purchased
- To assist in stock take procedures monthly and as required
- To input and extract information from the school's catering database system

## Health & Safety

- To comply with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety
- To safely operate kitchen equipment at all times

- To report any identified fault of kitchen equipment or appliances immediately on detection to the Catering Director or Cook
- To maintain a clean and hazard free working area and adhere to cleaning rotas
- To report any accidents and incidents to the Catering Director or Cook
- To assist in the security of the catering area at all times
- To maintain high standards of cleanliness, personal hygiene and appearance

### General

- To keep up to date as required with catering, food hygiene and Health & Safety regulations
- To attend relevant meetings and training sessions
- To assist in collating evidence as part of the application process for Healthy School Status; the evidence for the Healthy Eating (and Drinking) strand
- Provide an effective first aid service when required to staff, students and school visitors as required and ensure that the school(s) meets its legal requirements under the Health & Safety at Work in act including:
  - Making accurate and appropriate recordings of all first aid cases
  - Contacting parents as required
  - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
  - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Trust, or Head Teacher of the school shall from time to time reasonably require

### Professional competence and behaviour:

- Maintain professional knowledge and competence;
- Provide a professional, up-to-date and purposeful service;
- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.

### Ethical standards and integrity:

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for students' and stakeholders' practices, culture and personal beliefs;
- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion;
- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

### Physical Effort

- Continuous lifting throughout the shift, stacking foodstuffs at higher and lower levels, pushing heavy trolleys, lifting large cooking utensils, moving heavy kitchen equipment and lifting/moving tables and chairs.

### Working Environment

- Frequent exposure to unpleasantly high temperatures and steam. Contact with hot substances, ovens and hot plates. Use of dangerous equipment e.g. electric meat slicer, potato rumbler, steam oven and food processor. Exposure to periodic loud noise from dishwashers and other kitchen equipment.

### SAFEGUARDING

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

#### **ADDITIONAL DUTIES**

- To play a full part in the life of the school community to support the ethos and encourage pupils and colleagues to follow this example;
- To actively engage in the performance management process;
- To continue personal development as agreed.

#### **ADDITIONAL NOTES**

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.