



SOUTH WESTMORLAND MULTI ACADEMY TRUST

Mobile Caterer

Job Description

Name:

Salary:

NJC Salary Scale 1 fixed point 2 £17,711 pro rata

Hours:

15 hours per week – term time only

The job description may include all such other duties as the Headteacher and Governors may reasonably expect from time to time.

Relationships

1. The post-holder reports to the School Business Manager, Catering Manager and Cook in Charge
2. The post holder will work closely with the Catering Manager and Cook in Charge

Purposes of the Post

1. To assist in maintaining a consistently high level of health and safety
2. To assist in maintaining a consistently high level of cleanliness
3. Provide effective liaison between the Catering Department and Primary School

Essential personal qualities and skills

- Consistently high level of health and safety
- Consistently high level of cleanliness

Main Responsibilities	Expected Standards
<ul style="list-style-type: none">• Transportation and serving of meals to local primary schools, using own vehicle• Liaison with Catering Manager regarding menu options/weekly rolling menus• General kitchen duties: washing up and cleaning of utensils and food preparation areas• General dining room duties: setting up, clearing and cleaning of dining areas• Basic record keeping• Become fully involved in all aspects of merchandising and marketing of the mobile catering service with other schools and organisations• Other such duties, in connection with the post, that may from time to time be required to ensure the	<ul style="list-style-type: none">• Maintain high levels of health and safety• Maintain high levels of cleanliness• To have accurate reporting to catering manager with requests from Primary Schools

smooth and efficient operation of the Catering Department	
General	
Self-Development <ul style="list-style-type: none"> To continually seek development opportunities in order to improve personal performance 	<ul style="list-style-type: none"> CPD co-ordinator is advised of training needs Development opportunities are sought and acted upon
First Aid <ul style="list-style-type: none"> To maintain a regular first aid qualification To be available as required to provide first aid for students or staff as part of a team of first aiders 	<ul style="list-style-type: none"> First aid is prompt, sympathetic and effective
Dress and Appearance <ul style="list-style-type: none"> To maintain the highest standards of smart business dress To sustain a pleasant and co-operative demeanour at all times 	<ul style="list-style-type: none"> A positive image is portrayed at all times
Attitude <ul style="list-style-type: none"> To act as a professional and positive ambassador for Dallam in order to support the school's mission and profile 	<ul style="list-style-type: none"> Positive / constructive feedback from parents / students / visitors / colleagues / supporters. High level of self-motivation and encouragement of others
Policy Promotion <ul style="list-style-type: none"> To actively promote the school's Equal Opportunities, Health & Safety, Data Protection policies to ensure that the college operates effectively and fairly in line with legislative requirements 	<ul style="list-style-type: none"> Low level of complaints received Positive working culture is demonstrated Positive feedback from performance management Positive feedback from H & S audits
Child Protection <ul style="list-style-type: none"> To adhere to the school's Child Protection and safeguarding procedures 	<ul style="list-style-type: none"> Procedures followed Low level of complaints due to breach of procedures
Confidentiality <ul style="list-style-type: none"> To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people 	<ul style="list-style-type: none"> Low level of complaints due to breach of confidentiality Demonstration of actions to protect confidentiality
Flexibility <ul style="list-style-type: none"> To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation 	<ul style="list-style-type: none"> Willingness to experiment with new methods and approaches / initiative taken Enthusiasm towards changing circumstances

Dallam School is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: (Post Holder)

Signed (Line Manager)

Date.....

The School reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of Dallam School are successfully achieved.