



JOB DESCRIPTION

JOB TITLE	Catering Assistant
SALARY GRADE	A6 - £20,500 full time equivalent, £7,732.91 actual per year
RESPONSIBLE TO	The Catering Manager
HOURS OF WORK	16 hours per week, Term Time Only

Role Purpose

Working as part of a team you will contribute to an effective and efficient customer focused catering service within a fast paced environment. You will prepare and serve food and beverages whilst maintaining food hygiene regulations and high quality standards.

Main Duties and Responsibilities

- The role holder will work as part of the team and contribute to the provision of an effective and efficient customer focused catering service.
- The role holder will prepare and serve food and beverages maintaining food hygiene regulations and quality standards.
- Relief Catering Assistants will provide cover for Catering Assistants, as required, on a relief basis. Assist with the preparation, setting up and serving of meals in line with food hygiene regulations.
- Assist customers in their selection/purchase of food and beverages in a courteous and responsive manner.
- Undertake bar duties, and share responsibility for cashier duties.
- Effectively clear, tidy and clean as required in designated areas.
- Assist with the moving and setting up of furniture in designated areas.
- Ensure compliance with health and safety, food hygiene and COSHH (Control of Substances Hazardous to Health) regulations at all times.
- Personal commitment to continuous self-development and service improvement.
- Attend and participate in whole service and departmental meetings.
- Undertake such duties as may be considered appropriate by senior management, in line with the needs of the service.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.



Additional Duties

- Participation in Performance Review
- Promote and implement equality and diversity
- Comply with legislation and adhere to the Trust policies and procedures
- Have due regard for safeguarding and promoting the welfare of children and young people
- Contribute to the fulfilment of the Trust vision, ethos and strategic plan Participate in professional development and fulfil contractual obligations.
- Respect confidentiality

The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

Where the post holder discloses that they have a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Probation Period

Post holders who are new to the Trust will be subject to a probation period of 6 months. The probation period provides a structured framework to ensure employees are inducted into the Trust and understand the standards expected of them in terms of performance, attendance and behaviour.

Person Specification

This person specification will be used when shortlisting candidates for interview.

	Essential /Desirable	Method of Assessment
Experience		
Previous experience of a similar role within an educational environment	Desirable	AF, I
Behavioural competencies		
Teamwork – working together to deliver the best outcomes	Essential	I



Customer Service – putting customers at the heart of what we do	Essential	AF, I
Delivery of high quality services	Essential	AF, I
Change – Improving services and making the most of resources	Essential	AF, I, T
Pride in the local community and the students that we serve	Essential	I
A command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately depending on the audience.	Essential	I
General Competencies		
Interpersonal skills including communication skills with the ability to adapt different styles to suit the audience and situation, and customer service skills to meet demanding customer needs.	Essential	I
Planning and organising – providing work on time and to the required standard and the ability to plan a range of simple tasks.	Essential	I
Problem solving and decision making including the ability to interpret rules and guidelines and know when something needs to be referred to a supervisor.	Essential	I
Good literacy and numeracy skills	Essential	AF, I
A commitment and ability to work with colleagues and managers across boundaries to deliver service excellence and continuous improvement	Essential	I
Flexibility and ability to work with changing priorities and workloads.	Essential	I
Personal		
Enhanced DBS Clearance	Essential	PEC
Can evidence proof of right to work in the UK	Essential	I
Minimum of two appropriate references	Essential	AF, R

- AF – Application Form
- T – Test
- I – Interview
- C – Certificate
- R – Reference
- PEC – Pre-Employment Checks

Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

Staff Benefits

- Access to Staff Employee Assistance Programme & other staff wellbeing services
- One additional 'Flexi-Day' of paid leave that can be taken during term time after 6 months' service
- Free On Site Parking
- Cycle to Work Scheme & On Site Bike Storage
- Car Leasing Scheme
- On Site Gym & Changing Room Facilities
- Electric Car Chargers



- Discounted Staff Bistro
- Free Tea & Coffee

Payroll & Pension

- You will automatically become a member of the Local Government Pensions Scheme (unless you opt out)
- Staff are paid by BACS transfer into their bank account on the last working day of the month, unless notified otherwise

Safeguarding

DBS	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage, however if shortlisted for interview you will be asked to supply further information, which will include spent convictions.
Online Searches	Any candidate selected for shortlisting may be subject to an online search as part of our due diligence. Online searches do not form part of our shortlisting process, however any issues of concern that come up during an online search may be discussed with the candidate at interview.