

Job Description

Job Title	Catering Assistant
Academy	Gladstone Primary Academy
Reports to	Catering Operations Manager
Line Management of	None
Working Hours & Pattern	27.5 hours per week, term time only
Salary / Grade	Pathway 1
Date Last Evaluated	March 2021
Core Purpose	To ensure a high level of food preparation, cooking and service is maintained in line with expectations and policy for TDET and the individual academy. To ensure all legal legalizations are correctly followed & maintained in line with any TDET policies. To promote the TDET way at all times, to all students, staff & visitors

Key Responsibilities
<p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Providing a courteous and efficient service to the students, staff, and visitors at all times. • To maintain the high level of food preparation and service in line with legal requirements at all times • To assist with the basic cooking of foods required to meet the daily menus needs • To ensure the appropriate level of cleanliness, Food Hygiene and Health & Safety are met. • To comply with any instructions from the head cook to the day to day duties required • To ensure all food waste bins are emptied and cleaned on a regular basis throughout the day. • To ensure a 'clean as you go' system is adapted throughout the department. • To assist the Kitchen staff when sweeping and mopping the floor at the end of each shift. • To promote a positive, friendly atmosphere within the department, offering a welcome to all students, staff and visitors.
General Responsibilities
<ul style="list-style-type: none"> • Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders. • Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times. • To engage with appropriate training opportunities to promote professional effectiveness in this role. • Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.
- To be flexible in working in different locations if required within TDET

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- **On an annual basis at the time of the annual appraisal meeting, or**
- **As a result of a change in strategic direction, or**
- **As a result of a team/operational requirements, or**

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.

Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Level 1 Food Hygiene.	D	A/R
Knowledge and Understanding		
Basic knowledge of food safety and hygiene.	E	A/I
Understanding of health and safety.	E	A/I
Good understanding of working in a catering environment.	D	A/I
Skills and Abilities		
Work as part of a group and individually.	E	A/I/R
Ability to build relationships with young children, staff and other adults within the school.	E	A/I/R
Experience		
Good general education.	E	A/I/R
Working within a catering establishment.	E	A/I/R
Experience in high volume catering.	D	A/I/R
Experience of working with children.	D	A/I/R
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References