



Apprentice Catering Assistant

Salary / grade range	Level 2 scp 2-3 £22,366 - £22,737 FTE (pro rata term time only + 5 days) 26.25hrs per week Actual salary £13,809 - £14,044
Location	Co-op Academy Stoke-on-Trent
Reports to	Catering Manager

Purpose of role: As an Apprentice Catering Assistant, you will play a role in supporting the operations of the school kitchen during a period of innovation and change. We are currently partnered with a school catering consultancy company to enhance our menu and improve our offer to students. Your primary responsibility will be to assist in the preparation and serving of nutritious meals to students and staff, ensure compliance with food safety and hygiene regulations. In addition, you will have the opportunity to pursue a catering qualification on a one-day release basis. The apprenticeship qualification offers a unique opportunity to gain hands-on experience in a school kitchen environment while gaining formal training in catering skills.

Key accountabilities (and specific duties / responsibilities):

1. **Food Preparation and Cooking:** To assist in the preparation of meals according to set recipes as per our three-weekly menu and portion sizes, incorporating new techniques and recipes introduced through our consultancy partnership.
2. **Food Service:** Support the serving of meals at lunch and break time. This includes the setting up, operation and clearing away of service points, while also providing input on how to enhance the dining experience based on your learning through the apprenticeship.
3. **Cleaning and Sanitisation:** Maintain cleanliness and hygiene standards in the kitchen area and service points, incorporating any new cleaning protocols as outline in the cleaning routine schedule.
4. **Compliance and Safety:** Adhere to food safety regulations and health standards, while also staying informed about any changes or updates. This includes keeping up-to-date with any mandatory training through the training platform.
5. **Team Collaboration:** Work closely with other kitchen staff members to ensure smooth operations and timely meal service. Collaborate effectively to coordinate meal preparation, service and clean-up. Share insights and ideas from your catering qualification course to improve meal offerings, presentation and overall student experience.
6. **Learning and Development:** Attend one-day release per week to participate in catering qualification training. Take responsibility for staying on track with course material, completing assessments and completing assignments Applying the skills and knowledge gained during the



qualification in the practical setting of the school kitchen, demonstrating proficiency in food preparation techniques, safety procedures and customer service.

7. Other Duties: Any other duties appropriate to the grade as may be required

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> Food hygiene certificate or willingness to work towards 		A
Experience <ul style="list-style-type: none"> Some relevant experience working with food and/or in a kitchen environment 		A
Skills, Ability, Knowledge <ul style="list-style-type: none"> Good communication skills Basic numeric skills Ability to work unsupervised and as part of a team 		A, I A, I A, I
Personal Qualities <ul style="list-style-type: none"> Motivation to work with children Ability to form and maintain appropriate relationships/ personal boundaries with children and young adults. Flexible approach to working times whilst remaining punctual and reliable Willingness to learn and develop new skills and attend training where needed To have a positive attitude towards the use of 		A, I I I A, I I



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<p>authority</p> <ul style="list-style-type: none">• Must be committed to the safeguarding of all students• Able to work under pressure and a determination to succeed• Able to demonstrate a commitment to the behaviours and values of the co-operative movement		A, I I I
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The job description best characterises the role at the time of its formulation. It is subject to review to align with the needs and requirements of the Academy, in agreement with the post-holder, and by final agreement with the Headteacher.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.