



JOB DESCRIPTION

Post: Catering Assistant

Reporting To: Catering Manager

Role Purpose:

To support the Academies in the implementation of its aims and objectives as specified in the Academies Development Plan and Policy Statements as relevant to the Catering service across the Academies. To work as part of the Academies-wide Catering team undertaking the role of Catering Assistant helping to prepare, cook and serve food and beverages to staff, students and other third parties in the case of functions and events, promoting and being present in the dining locations across the Academies and maintaining clean and hygienic catering areas, in compliance with all legal requirements as a minimum standard.

Main Duties and Responsibilities:

Academies Catering Assistants act under the direction of the Catering Manager, undertaking tasks as directed and assigned to each individual at any Academies catering locations. The key tasks that may be assigned include the following:

1. **Food preparation and cooking of meals:**
Help prepare and cook the required number of food products, following specified menus and taking care of allergens and special dietary requirements.
2. **Setting up and clearing away of all Wave café kiosk and dining hall locations:**
Set up and clear away required numbers of tables, chairs/stools and other equipment in time for the serving periods/events. Ensure drinking water is available. Remove rubbish, clean and clear away furniture and equipment at the end of service (including from outdoor eating areas if applicable).
3. **Serving and liaising with students, staff and visitors:**
 - Serve food and drink in a speedy and courteous manner following specified portion control guidelines and special dietary requirements
 - Positively encourage students to try a variety of food
 - Restock serving areas and all food display areas/cabinets as required during service
 - Operate tills where appropriate, following strict guidelines with regard to cash handling and seeking to ensure that no food and beverages are served without being entered onto the till systems.
4. **Promoting positive behaviour and experiences in all Wave café locations:**
 - Be a friendly and encouraging presence in all dining locations
 - Ensure an orderly flow of students into the dining areas
 - Remind and support students in maintaining good table manners; keeping eating areas clear and clean; and in clearing away plates, cutlery and waste food. Clear up any spillages promptly
 - Remind students not to take hot food or beverages out of the permitted dining areas.
 - Report any inappropriate student behaviour through local procedures



- Return used crockery and cutlery to the kitchens on an ongoing basis throughout the service to keep a pleasant dining environment and support efficient washing up process
- Wash and replenish trays during service
- Help make the dining environment inviting and engaging, including putting up and taking down posters and decorations for themed events and on an ongoing basis.

5. **Kitchen cleaning rota and general washing up:**

- Manually wash up and/or load and unload dishwashers as appropriate
- Complete cleaning and sweeping duties in the kitchens and dining areas on a rota basis to ensure high health and safety and hygiene standards are maintained.

6. **Stock control and receipt of deliveries:**

- Receive deliveries, carrying out quantity, quality and temperature checks, along with any related paperwork
- Put away deliveries and take products from stock, ensuring correct stock rotation, food labelling and quality control guidelines
- Minimise food waste through all working practices at all times.

7. **Academies Food Service Delivery:**

You may be asked to drive (or deliver food service through other means) to other Academies locations as required and/or cover for staff absence in relation to driving. Undertake 'fitness to drive' medicals, including sight tests, as required by the Academies from time to time. Unload 'empties' on return journey, with support from Site staff in the case of heavy items where necessary.

General Responsibilities

- Contribute to the overall ethos / work aims of the Academies
- Undertake relevant training as required to support the functions of the post and to enhance personal development
- Undertake any other duties as specified by the Head of School and the Leadership Team

Safeguarding

- Undertake regular safeguarding training as required
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- Promote the safeguarding of young people

Other Duties

The post holder may be required to perform duties other than those identified as key tasks in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Additional Information

The post holder is required to comply with the dress code and uniform as stipulated from time to time, designed to ensure health and safety and hygiene requirements are met as well as to maintain a professional and welcoming dining environment for students, staff and visitors.