

**Job Description – Catering Assistant**  
**Hours – Monday to Friday (22 hours per week, 38 weeks)**  
**Pay Scale Grade 1 £22,366 - £22,737**

*Salary shown is full time, 52 weeks per year actual will be pro rate to hour and weeks worked.*

This position is part of the school business team, which includes, administration, exams, catering and premises staff.  
The team is managed by the School Business Manager.

**Job Purpose:**

Undertake, as part of a team, under the direction of the Catering Manager, general kitchen duties including food preparation, simple cooking, serving and cleaning to ensure the provision of hot and cold meals and snacks for our students, staff and visitors.

To act with honesty and integrity

To be self-critical and respond in a professional manner to feedback on performance

**Main Duties and Responsibilities:**

- To work as a member of the school support team, and contribute positively to that staff team to provide healthy good quality food for our students, staff and visitors in a welcoming, friendly and hygienic environment.
- Assisting with all aspects of preparation and cooking of food, as required.
- Advising appropriate staff of ordering requirements and maintaining good stock rotation practices.
- Any general kitchen duties/dining room duties as may be required including assisting in other duties.
- Serving food, and when necessary, the transportation of food to tables
- Washing up crockery and utensils, cleaning of tables and chairs, cleaning the general kitchen and dining room areas, as necessary, including floors, worktops and equipment (e.g. cookers and rest area facilities).
- Working on school Tuck Sales, monitoring student balances and liaising with office
- Reporting repairs/defects to kitchen manager or site manager
- Setting-up and putting away tables and chairs, including service counters, and ensuring a high standard of presentation.
- Awareness of hygiene regulations and Health and Safety matters.
- Ensure consistent good practice around food preparation and cooking to ensure students dietary needs are met. Responsibility to make yourself aware of these needs for all students, staff and visitors.
- Transporting food stocks and materials from one area to another (e.g. from stores and delivery vehicles).
- Attending induction, training and any development programmes as requested. Attend Safeguarding Training September of each academic year and refreshers as requested
- Make sure that all tasks are carried out to the high standard required.
- Attend all training as required, including but not limited to work based Health and Safety and practical training
- Able to adhere to the schools General Data Protection Regulations, Keeping Children safe in Education requirements and other relevant policies and procedures. (Training will be given)
- Any other duties and responsibilities within the range of the salary grade.
- Comply with all relevant Thrive Education Partnership and Corley Academy policies relating to Health and safety, data Protection, Safeguarding and Sickness Management.

**Whole Academy**

- Represent the Academy in a manner consistent with its ethos and values
- Contribute to the whole Academy team effort to ensure that the Academy is a positive learning environment respected by students and all users
- Maintain high professional standards throughout the Academy and contribute to whole Academy policy and practice development

**Protection of children**

The post is exempt from the Rehabilitation of Offenders Act 1974. Your employment is subject to satisfactory enhanced Disclosure and Barring Service check (with barred list check where applicable) and is subject to the requirements set out in the Education (Prohibition from Teaching or Working with Children) Regulations 2003 (as amended). You are required to inform us immediately if you are the subject of a police investigation or receive any conviction or caution, or any occurrence that may disqualify you from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information will result in disciplinary action, up to and including dismissal.

**Right to hold Personal Data**

As part of your conditions of employment, you give the Employer permission to collect, retain and process information about you, such as age, sex, ethnic origin and health records. This information will be used by the Employer for a number of purposes, including but not limited to monitoring the Employer’s compliance with the law and best practice in terms of equal opportunity and non-discrimination. Should your personal circumstances change, you must notify the Employer immediately.

**Requirement**

You will need to have an ability to fulfil all spoken aspects of the role with confidence through the medium of English.

**Line Manager : School Business Manager**

**Signed .....**

**Name..... Date.....**

## Person Specification for Catering Assistant

### Knowledge and Understanding

- Basic health and safety principles, food hygiene and food preparation environments. (Training will be provided)
- A commitment to safeguarding children and young people
- Commitment to Continuing Professional Development
- Knowledge of customer care requirements
- Knowledge of practical catering procedures
- Knowledge of practical cleaning procedures

### Skills and Abilities

- Able to communicate face to face with all children and staff in a courteous and polite manner, showing respect and professionalism at all times.
- Able to undertake simple catering, cleaning and food preparation duties in either a working or non-working environment.
- Able to stand for periods of time during the duration of the shift and to lift heavy items such as chairs, tables and large cooking pots etc. on a regular daily basis.
- Able to work in a hot and busy environment.
- To meet daily deadlines.
- Able to work within a team or on own initiative to ensure that tasks are completed.
- Able to follow written and verbal instructions. Able to communicate effectively to receive and pass on information and instructions.
- Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way.
- Able to learn and change practice in appropriate ways.
- Willingness to participate in Autism Awareness training and take guidance from school classroom staff about our students.
- Willingness to maintain confidentiality on all school matters
- Understand the need to be flexible in order to meet the needs of a school and kitchen environment. Be able to manage your own time and are able to multitask.
- Provide excellent customer service and show sound judgement
- Willingness to maintain confidentiality on all school matters

### Experience:

- Experience of basic food handling in either a working or non-working environment.

### Educational:

- A willingness to participate in in-service training and professional development.
- Basic literacy and written skills to be able to undertake training, when required, to understand the importance of Health and Safety; Food Safety, Manual Handling and customer service.