

# INVICTUS

Education Trust

## JOB DESCRIPTION

**JOB TITLE:** CATERING ASSISTANT

**DEPARTMENT:** THE CRESTWOOD SCHOOL

**SALARY RANGE:** GRADE 2

**TYPE OF CONTRACT:** MATERNITY COVER - TEMPORARY  
10 HOURS PER WEEK,  
TERM TIME ONLY – 39 WEEKS

**REPORTING TO:** CATERING MANAGER

<b>Main purpose:</b>	Assisting with the preparation and service of food and the cleaning of premises and equipment.
----------------------	--

### MAIN DUTIES:

<b>General Duties</b>	<ul style="list-style-type: none"><li>* Preparing and cooking of school meals and sandwiches</li><li>* Serving food in an efficient, friendly manner</li><li>* Washing up kitchen equipment and tableware</li><li>* Setting out and putting away dining furniture</li><li>* Cleaning dining area and kitchen premises</li><li>* Cleaning kitchen equipment</li><li>* Cleaning outside kitchen area, including drains and dustbin area and floors</li><li>* Supervising pupils eating meals in the dining room and assisting where appropriate.</li><li>* Ensuring cutlery, trays, leftovers and refuse are returned by the pupils to the relevant collection and disposal points</li><li>* Deal with accidents, spillages (including body fluids) in the dining areas, ensuring</li></ul>
-----------------------	---

	<p>these do not cause a safety hazard to pupils, staff and visitors.</p> <p><b><u>Hygiene &amp; Safety</u></b></p> <p>To be aware of the need for good hygiene practices and ensure high standards of:</p> <ul style="list-style-type: none"> <li>• Personal hygiene</li> <li>• Kitchen hygiene in the preparation and service of food</li> <li>• Cleanliness of equipment and premises</li> <li>• To be familiar with and carry out the Safety Policy of the School</li> </ul> <p>To be familiar with and adhere to all Invictus Education Trust Policies and Procedures</p> <p>Undertake on the job training to ensure high standards of food hygiene are maintained</p> <p>Comply with Fire Regulations and other policies</p> <p><b><u>Other Duties</u></b></p> <p>Any other relevant duties commensurate with the post, as required for the efficient running of the unit or for the requirements of special catering.</p> <p><b><u>Hours of Work</u></b></p> <p>Hours and times of work may be varied at any time in accordance with meal numbers to meet the needs of the unit. On occasions you may be asked to work overtime</p>
<b>Other professional requirements:</b>	<ul style="list-style-type: none"> <li>• Establish and maintain regular communication in the Trust</li> <li>• Attend professional meetings as required</li> <li>• Actively engage in the Trust's appraisal process</li> <li>• Take part in the Trust's staff development programme</li> <li>• Attend and contribute to meetings</li> <li>• Work as a part of a team and positively contribute to effective working relationships</li> <li>• Take part in Trust events as directed by the CEO</li> </ul>
<b>Other Specific Duties</b>	
<ul style="list-style-type: none"> <li>• Play a full part in the life of the Trust community, to support its vision, mission and values</li> <li>• Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example</li> <li>• Be courteous to colleagues and be welcoming to visitors</li> <li>• Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate</li> </ul> <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>	
<b>Support for the Trust</b>	
<ul style="list-style-type: none"> <li>• To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection</li> </ul>	

- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

### **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: Keeping Children Safe in Education, 2021- <https://bit.ly/3sFula8>

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and 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: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website. <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

## Person Specification

Criteria	Essential
Qualifications	Must possess a valid Food Hygiene qualification, or be willing to train for one.
Experience	Face to Face, experience of dealing with people  Previous experience in preparation, cooking and serving of food within a large catering operation
Skills and knowledge	Able to follow instructions ie menus, recipes, guidelines, codes of practice  Able to use general catering equipment safely and correctly  Understanding and respect for confidentiality in relation to all issues connected with this role, and an understanding of data protection.  Able to adhere to and apply Health & Safety Hygiene Procedures  Ability to communicate effectively and confidently face to face  Able to work constructively as part of a team, understanding school rules and responsibilities.  To follow instructions
Personal qualities	To be reliable and have high standards of punctuality and attendance  To have a polite, friendly and flexible approach to work  Ability to relate well to children, adults, customers  Ability to form and maintain appropriate relationships and personal boundaries with children and young people  Capable of moderate physical activity prolonged standing, lifting of equipment/goods  Ability to deliver high quality service whilst under pressure  To keep calm and retain 'cheerfulness' under pressure  Capable and willing to work on own initiative as well as part of a team
Flexibility	Hours and times of work may be varied at any time in accordance with meal numbers to meet the needs of the unit. On occasions you may be asked to work overtime

This job description/person specification may be amended at any time in consultation with the postholder.

Chief Executive Officer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_

Date: \_\_\_\_\_