



Job Description

Role	Catering Assistant	Base Location	River Academy
Pay Scale/ hours	Grade 3, spinal points 5-6. 25 hours per week, Term Time Only plus 2 days	Reports to	Trust catering manager
Purpose	<p>The specific responsibilities of the role will be reviewed annually in the context of a growing school and may be amended in discussion with the postholder.</p> <p>Under the direction of the Trust Catering Manager and School Chef, provide support in the preparation, cooking, and service of food plus related catering duties at River Academy.</p>		
Scope	Staff responsibilities:	Financial accountability:	
	None	None	
Relationships	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students as required.		
Supporting Maiden Erlegh Trust	The postholder may occasionally be required to support other schools in the Trust.		
Main duties and accountabilities	<p>The specific responsibilities of the role will be reviewed annually in the context of a growing school and may be amended in discussion with the postholder.</p> <ul style="list-style-type: none"> • Assisting with the preparation and service of food and the cleaning of premises and equipment • Serving food in an efficient, friendly manner • Operating the till during service periods • Washing up kitchen equipment and tableware • Cleaning dining area and kitchen premises • Cleaning kitchen equipment • Support the supervision of students in the Dining area • To undertake any other relevant duties as required by the school <p>Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.</p>		



Person Specification

Role	Catering Assistant	School/Department	River Academy
Grade	Grade 3, spinal points 5-6	Group Size	School Group Size 6
Qualifications, training and education	<ul style="list-style-type: none"> • Food Hygiene qualification an advantage or willing to train 		
Experience	<ul style="list-style-type: none"> • Knowledge of Health and Safety regulations and first aid • Some experience of serving food and working with children 		
Skills and abilities	<ul style="list-style-type: none"> • Good interpersonal and communication skills • Good organisational and planning skills, able to manage own time, prioritise and meet deadlines • Reliability • Tact, sensitivity, and diplomacy • Confidentiality • Able to contribute and work effectively as part of a team • Pro-active, flexible, and adaptable • Attention to detail • Able to show initiative and work independently as required • A willingness to learn and develop personal skills • A sense of responsibility and ownership • Capable of moderate physical activity (lifting pans, standing) • To be aware of the need for good hygiene practices and ensure high standards of personal hygiene • Knowledge of kitchen hygiene in the preparation and service of food and the cleanliness of equipment and premises 		
Requirements specific to the role	All staff are expected to be committed to safeguarding, equality and promoting the welfare of children and young people and to be aware of local safeguarding policies and procedures and to report any concerns or information received as required.		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	