

JOB DESCRIPTION

School	St Clement's High School part of West Norfolk Academies Trust
Job Title	Casual Catering Assistant
Grade	Scale B, Pt 2 £11.79 /hour Pay award pending
Hours/weeks	Casual contract, there are no fixed hours. Term time only - 38 weeks/year
Responsible to	Catering Manager
Working With	Trust Executive Chef Catering Manager Catering Staff Students Staff

Purpose of the Job

To participate in the catering provision as agreed with the Catering Manager working alongside a friendly team of Catering Assistants to deliver fresh and nutritious school meals using high quality ingredients.

NB This may include the handling of all foods within the catering section and the preparation of dishes/food items for service.

Responsibilities

- To participate in the production of food items in line with the day's menu, or with batch baking where appropriate.
- To participate in the care and the cleaning of the kitchen areas, dining room and equipment as required.
- To serve meals, and to give attention to tables if necessary.
- To talk to the pupils, staff & visitors as appropriate – in order to guide their choice of menu items and increase awareness of foods.
- To assist with the maintenance of quality standards within the catering department.
- To adhere to the cook-safe management system, to all the house rules & critical control points.
- To wash all equipment, both kitchen and service items.
- To prepare the dining facilities – this includes, where appropriate, the placing and removal of the tables and chairs to and from the storage area and with the cleaning of the area after service.
- To participate in the completion of all necessary records as required.
- To cooperate with the Catering Manager with regard to compliance with all food safety legislation relating to the catering industry, with all Health & safety legislation and with the rules, regulations etc.
- To wear appropriate clothing as required by the Catering Manager.
- In addition, any other reasonable duties as requested by the Catering Manager.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The Trust is committed to safeguarding and promoting the welfare of children and young people including positive mental health therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list. Shortlisted candidates will be subject to an online search.

The post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English		✓	Appl/Int
Level 2 Maths		✓	
Food Hygiene Qualification		✓	

Experience	Essential	Desirable	How assessed
Previous experience of working in a school		✓	Appl/Int/Ref
Previous experience in a catering environment	✓		
The ability to work to specified procedures, consistently	✓		
The ability to understand written instructions/information	✓		

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Ability to work effectively under pressure	✓		Appl/Int/Ref
Demonstrate a commitment to equal opportunities	✓		
Ability to communicate effectively with colleagues, pupils, staff and visitors	✓		
Ability to work either alone or as part of a team	✓		
Ability to complete all necessary documentation, including timesheets, temperature sheets and cleaning schedules	✓		
Flexibility to work extra school events as required	✓		

Personal qualities	Essential	Desirable	How assessed
Excellent interpersonal skills	✓		Appl/Int/Ref
Positive attitude to work	✓		
Supporting positive mental health within the school	✓		
Professional at all times	✓		
Passionate and caring	✓		
Supporting positive mental health within the school	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference