

JOB DESCRIPTION

School	St Clement's High School part of West Norfolk Academies Trust
Job Title	Catering Assistant
Grade	Scale B, Pt 2 £11.79 /hour Approx £ 3,648 /year Please note salary will be pro rata – FTE £ 23,114 Pay award pending
Hours/weeks	7 hrs /week Friday's 8am - 2.30pm Permanant contract 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		<input type="checkbox"/>	Appl/Int
Level 2 Maths		<input type="checkbox"/>	
Food Hygiene Qualification		<input type="checkbox"/>	

Experience	Essential	Desirable	How assessed
Previous experience of working in a school		<input type="checkbox"/>	Appl/Int/Ref
Previous experience in a catering environment	<input type="checkbox"/>		
The ability to work to specified procedures, consistently	<input type="checkbox"/>		
The ability to understand written instructions/information	<input type="checkbox"/>		

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

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

Appl = Application form

Int = Interview

Ref = Reference