

## Catering Assistant Job Description

|                        |   |
|------------------------|---|
| <b>School:</b>         | <b>Bowhill Primary School / St Thomas Primary School / Ide Primary School</b> |
| <b>Salary Grade:</b>   | <b>A - 38 weeks/year</b>  |
| <b>Title:</b>          | <b>Catering Assistant</b>   |
| <b>Responsible to:</b> | <b>Kitchen Manager</b>  |

### Main Purpose of Job

- To assist in the preparation, cooking and service of food to pupils and maintaining the cleanliness and hygiene of the kitchen, dining room and food service areas

### Main Duties and Responsibilities

- Comply with all aspects of the Health and Safety at Work Etc. Act 1974 and the Food Safety Act 1990 and all other relevant legislation
- To provide excellent service at all times
- Day to day use of light and heavy catering equipment
- Use of chemicals, cleaning equipment and PPE
- Serving and preparing of food prior to the lunchtime provision working independently within the Servery area
- Temperature testing of food and recording of results daily
- Removal of waste food to designated area
- Furniture moving for lunchtime service and cleaning dining room where required.
- All cleaning duties according to the kitchen schedule or rota including deep cleans termly (on non-pupil days/Sports Day).
- Clearing and cleaning tables during lunch period if required
- Collection and delivery of food & trays between schools before and after service
- Be flexible to work at any of the primary schools within the Trust as required
- Attend training sessions as required
- Ensuring all opening and closing checks are undertaken daily and recorded
- In exceptional circumstances to assist in providing catering during civil emergencies
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the school
- The post holder is responsible for his/her own self-development on a continuous basis.

**Support the school by:**

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

***At ELAT we expect staff to model the behaviours of a professional at all times.***

|                 |  |
|-----------------|--|
| Name: (Printed) |  |
| Signed:         |  |
| Date:           |  |

| PERSON SPECIFICATION      |   |                                 |
|---------------------------|---|---------------------------------|
| Category                  | Requirements  | Essential/<br>Desirable         |
| <b>Education/Training</b> | Willingness to undertake training<br>Literate<br>Numerate   | E<br>D<br>E                     |
| <b>Experience</b>         | Working in a catering environment   | D                               |
| <b>Knowledge</b>          | Food Hygiene Level 2<br>Basic Health and Safety<br>Manual handling  | D<br>D<br>D                     |
| <b>Skills/Abilities</b>   | Able to use initiative<br>Able to communicate well with colleagues and customers<br>Able to work in a physically demanding kitchen environment<br>Able to accept instructions<br>Able to work to a fixed time scale<br>Flexibility in working arrangements<br>Full UK Driving License with own transport & able to get business use insurance | E<br>E<br>E<br>E<br>E<br>E<br>D |