



SEAX Multi-Academy Trust

Employee's Name

Employee's Signature Date

Catering Assistant

Job Description & Person Specification

Job Title:	Catering Assistant
Grade:	Scale 3 (Points 6-7)
Based at:	The Hawthorns School
Reports to:	Catering Manager, Operations Manager, Headteacher
Responsible for:	Other Kitchen Staff during Mealtimes
Liaison with:	Other Catering Staff, Pupils, Suppliers
Job Purpose:	Under the direction of the Catering Manager: To assist as directed, with all aspects of the preparation and cooking of food and beverages to the standards required by the school
Principal Accountabilities:	- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations - To undertake cooking and catering duties, as required, ensuring prioritisation of key tasks - To assist the Catering Manager in providing a professional, efficient and effective catering support service to the school



Job Description: Catering Assistant

Duties:

- To provide assistance with preparation, cooking and service of food and beverages to the required standard
- To follow menu plans agreed with the Catering Manager for meal times on the shift you are responsible for (i.e. breakfast, tea, supper)
- To deputise for the Cook as required
- To take responsibility for the supervision of other kitchen staff during mealtimes you are responsible for (i.e. breakfast, tea, supper)
- To ensure staff absences from your shift are reported to the Catering Manager/ Finance Officer
- To liaise as appropriate regarding staff cover
- To follow the menu and recipes agreed
- To occasionally assist with special functions which may be outside normal working hours
- To carry out cleaning duties within the kitchen and dining areas as required
- To follow sound hygiene practices
- To ensure that health and safety regulations are observed in working practices
- To assist with the issue and recording of catering supplies as required
- To assist with the operation of control procedures as required
- To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this

commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification: Catering Assistant

Qualifications & Experience			
Detail		Example	Desirable
Specific qualifications & experience	Level 2 qualification in Food Safety	✓	
	Experience of assisting with preparation, cooking and service of food and beverages	✓	
	Experience of deputising for the Cook	✓	
	Experience of supervision of kitchen staff	✓	
	Educated to NQF level 2	✓	
Knowledge of relevant Procedures	General understanding of the operation of a school	✓	
	Ability to maintain a high standard of personal and general cleanliness and hygiene	✓	
	Ensure that Health and Safety regulations are observed in working practices	✓	
Literacy	Working knowledge and ability to follow menu plans and recipes agreed	✓	
Numeracy	Ability to count and undertake calculations	✓	
Technology	Ability to use kitchen and cleaning equipment and supervise others when required	✓	
Communication			
Written	Experience of recording catering supplies and complete forms as required	✓	
Verbal	Ability to exchange routine verbal information clearly with children and adults	✓	
Languages	Seek support to overcome communication barriers with children and adults	✓	
Negotiating	Ability to consult with colleagues	✓	

Working with Children & Others			
SEND	Understand and support the differences in children and adults and respond appropriately in relation to the role	✓	
Child Development	Basic understanding of the way in which children develop	✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Basic understanding of the learning experience provided by the school in relation to the role	✓	
Behaviour Management	Understand and implement the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults	✓	
Team work	Ability to work effectively with a range of other adults	✓	
Working with partners	Understand the role of others working in and with the school	✓	
Information	Ability to provide timely and accurate information when required	✓	
Responsibilities			
Organisational skills	Good organisational skills Ability to remain calm under pressure	✓ ✓	
Line Management	To undertake supervision of other kitchen staff during mealtimes	✓	
Time Management	Ability to manage own time effectively Demonstrate a flexible approach	✓ ✓	
Creativity	Ability to follow and give instructions	✓	
General			
Equalities	Demonstrate a commitment to equality	✓	
Health & Safety	Basic understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	

Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	
CPD	Be prepared to develop and learn in the role	✓	