



# JOB DESCRIPTION

## JOB TITLE

### WEEKEND CATERING ASSISTANT

REPORTS TO:	Senior Catering Manager & YCS&L Operations Manager
PAYSCALE:	£12.39 per hour inclusive of outer fringe and Holiday allowance
LOCATION	Mark Hall Sports Centre
TERMS:	0 hour contract to be worked on a Saturday and Sunday between the hours of:  Saturdays 8:30am-12:30pm Sundays 9am-1pm  Hours are not conclusive and are subject to change dependent on business requirements.
CONTRACT:	Permanent

## PURPOSE OF THE JOB

### The Catering Assistant is responsible:

- To prepare high quality food for a food outlet serving the public

### Liaison with:

- Senior catering Manager & YCS&L Operations Manager

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

- To Prepare food to the required standard
- To follow the menu and recipes agreed
- To operate contactless card payment terminal
- To carry out cleaning duties within the outlet including the coffee machine
- To follow sound hygiene practices.
- To ensure that health and safety regulations are observed in working practices.
- To report and record any issues and recording of temperature controls
- 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.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Senior Catering Manager and YCS&L Operations Manager to carry out appropriate duties within the context of the job, skills and grade.

## GENERAL RESPONSIBILITIES COMMON TO ALL MEMBERS OF STAFF

***All posts at the Academy are exempt from the Rehabilitation of Offenders Act 1974 and you must therefore disclose all police cautions or convictions for a criminal offence.***

- All roles are subject to an enhanced DBS, validated references and eligibility to work in the UK .
- BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.
- All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the School's Equal Opportunities Policy.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Attend relevant meetings and training sessions
- 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.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

## PERSON SPECIFICATION CATERING: ASSISTANT COOK

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of preparation, cooking and service of food and beverages  Level 2 food Safety certificate required
	Knowledge of relevant policies and procedures	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, cleaning equipment and payment terminal,
<b>Communication</b>	Written	Experience of recording catering supplies and complete forms as required

	Verbal	Ability to exchange verbal information clearly with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with colleagues
<b>Working with others</b>		
	Relationships	Ability to establish rapport and respectful and trusting relationships with customers
	Team work	Ability to work effectively with others
	Information	Ability to provide timely and accurate information, as required
<b>Responsibilities</b>	Organizational skills	Good organizational skills
	Stock Control	To control and communicate stock requirements.
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role