

Post: Catering Assistant

Location: Bridge Academy

Salary: £10,156 (Actual Salary)

Status: Permanent – Part Time (16 hrs per week)

Responsible to: Catering Manager London Region

Main duties and responsibilities

Generic

- Assist the Catering Manager in providing a first-class catering service to the OAT London Academies learners, staff, trustees and visitors.
- Model the highest professional standards to staff and learners in all aspects of the role.
- To work at other OAT London region Academies, if required and appropriate.
- To ensure compliance with relevant academy and OAT policy and procedure.
- Work at all times to the standards set out in the Code of Conduct for Staff.

Role Specific

Catering Provision

- Report for duty in good time, clean, wearing the correct clean uniform.
- As part of the Catering team, to assist in providing a quality food and beverage service for the OAT London Academy community.
- Assist with food preparation, cooking and service arrangements as requested by the Catering Manager and/or Catering Supervisor.
- To receive food from the production kitchen, if appropriate, complying with correct storage, cooking and food safety requirements, prior to service.
- To ensure presentation standards are adhered to at all times and any waste or spillages are cleaned away immediately.
- Assist with the service of the food at the allocated times.
- Minimise food waste by ensuring the rotation of all stock items and correct storage.

- Inform the Catering Manager in advance of any shortages to ensure an efficient service.
- Be aware of the daily menu content as instructed by the Catering Manager.
- Ensure that the correct service equipment and menu accompaniments are available prior to service.
- Ensure the kitchen area is kept clean and tidy during and between services.
- To assist with cleaning the kitchen and associated as necessary.
- Assist with the washing-up of all light equipment, crockery, cutlery and trays.

Legal

- Assist the Catering Manager and Catering Supervisor with maintaining the legislative requirements and OAT Academy policies and procedures with regard to fire, health and safety, food hygiene, the School Food Plan Food Standards, allergen system management and kitchen specific risk assessments.
- Undertake training with regard to fire, health & safety, food hygiene, allergens and kitchen specific risk assessments.
- Ensure the safe operation of kitchen equipment at all times.
- Ensure that any necessary repairs to kitchen equipment are reported immediately to the Catering Manager or Catering Supervisor.
- Ensure the security of the catering area at all times.

General responsibilities

- To adhere at all times to the Trust's policies and procedures
- Undertake any other reasonable tasks duties as requested by the Catering Manager, Catering Supervisor, Operations Manager or Principal appropriate to the needs of the business.
- Maintain confidentiality of information acquired in the course of undertaking duties
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- All staff are required to partake in performance management and training activities.
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

DBS

- An enhanced disclosure and barring check will be a requirement of the

Person Specification

Attributes tested by Application, Interview, Task and References	Essential E/ Desirable D
Qualifications & Experience	
Experience of serving of food within a large scale catering operation.	D
Good interpersonal skills and confident communicator	E
Level 2 Food Safety Certificate or a willingness to work towards	E
Skills and Abilities	Essential E/ Desirable D
Ability to develop and maintain effective working relationships with a wide range of people.	E
Basic food preparation skills	E
Polite & courteous towards customers	E
Able to adhere to policies and procedures	E
Demonstrates a flexible approach to work to enable effective delivery of service.	E
Other Attributes	Essential E/ Desirable D
Proactive, flexible and adaptable.	E
Punctual and conscientious.	E
Evidence of successful team working.	E
Understanding and commitment to the safeguarding of children.	E
Commitment to the school ethos and aims.	E
Commitment to equal opportunities.	E
Exemplary levels of integrity	E