



## JOB DESCRIPTION: CATERING ASSISTANT

<b>Job title:</b>	<b>Catering Assistant</b>
<b>Responsible to:</b>	Cook Manager/Catering Manager
<b>Salary / Grade:</b>	HB2
<b>Actual salary:</b>	£12,250
<b>Working hours / weeks:</b>	22.25 hours per week, Monday – Friday (Term Time Only)
<b>Core purpose of the role:</b>	To undertake the preparation, cooking and service of food and beverages plus other related catering duties, as directed by the Cook Manager.  Fulfil duties reasonably directed by the Principal.

### TRUST RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

### KEY RESPONSIBILITIES

- To assist in the preparation of the academy meals
- To undertake basic cooking of food as required by the Cook Manager, to deliver an effective school meals service to the deadlines and standards set by Catering Manager and the academy
- Operate kitchen equipment, following training and safety procedures
- To assist with serving and cleaning duties within the kitchen and serving areas, including general washing up and clearing away as required by the Cook Manager

- Ensure that all food is prepared and served in accordance with the Trust's published menus and with statutory food and nutritional standards. Maintaining an up to date understanding of both so that this can be communicated to the pupils to encourage healthy choices. To help deliver any special dietary requirements
- Follow strict procedures for food allergies as directed by the Cook Manager and Catering Manager
- Understand and implement the Trust's Health and Safety Policy and other Policies to provide a safe and healthy environment. To follow food hygiene and cleanliness in the kitchen and serving areas, in accordance with food hygiene and COSHH regulations at all times
- Understanding, sharing and promoting healthy eating practices. To work with the Cook Manger and Catering Manager to improve take up of meals within the academy
- To check delivery of food and other catering consumables from designated suppliers and be responsible for refilling and replacing sauces, condiments and other consumables
- Assist in providing emergency or function catering and meals for transporting to other sites, if required

## HEALTH & SAFETY

To be aware of and comply with the Trust's health and safety policies.

## SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

## DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### Notes:

- This document does not form part of the contract of employment.



- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises

## PERSON SPECIFICATION

Qualifications/Knowledge/Experience	Essential/Desirable
Level 2 award in food safety	<b>D</b>
Level 1 Child Protection Training	<b>D</b>
Willingness to work as part of a team	<b>E</b>
Awareness of COSHH procedures	<b>D</b>
Willingness to be flexible	<b>E</b>
Awareness of Health and Safety Procedures	<b>D</b>
Worked in a similar role in a school or another establishment	<b>D</b>