



## STEPHENSON (MK) TRUST

### JOB PROFILE

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| <b>POST TITLE:</b>     | Catering Assistant  |
| <b>LOCATION:</b>       | Bridge Academy, Coffee Hall   |
| <b>RESPONSIBLE TO:</b> | Catering Manager  |
| <b>SALARY:</b>         | Pay Range: 1B Point 5 – 2 Point 12 £24,790 - £27,711 FTE,<br>£13,082 - £14,623 Actual<br><br>22.5 hours per week, Monday to Friday, 39 weeks per year |

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### JOB PURPOSE

The Catering Assistant will undertake a variety of duties including the preparation, cooking and service of food to students and staff as directed by the Catering Manager. This includes meeting school catering and health and safety standards.

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### PRINCIPAL ACCOUNTABILITIES

#### Main Responsibilities:

- Preparation, cooking and presentation of meals, ready for service, ensuring correct temperatures are reached and maintained
- Deliver an over-the-counter service in a positive and friendly manner, with attention to individual dietary requirements/allergens
- Maintain daily records of food consumption and wastage
- Maintain the highest standard of hygiene when preparing and handling food

- Clearing of dining area and kitchen at the end of service
- Ensure high standards of cleanliness of the kitchen, equipment and servery is maintained at all times and ready for the following day
- Co-operate fully with statutory inspections and external audits
- Regularly liaise with the Catering Manager, providing relevant feedback
- Commit to regular and ongoing training, as required
- Ensure health and safety regulations are strictly observed at all times
- Undertake 'deep cleaning' of kitchen at agreed times during school closure
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

**Safeguarding:**

- Work in line with statutory safeguarding guidance (including Keeping Children Safe in Education, Prevent) and the Trust's safeguarding and child protection policies
- Promote the safeguarding of all pupils in the Trust



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### PERSON SPECIFICATION

**Post: Catering Assistant**

**E = Essential, D = Desirable**

| CRITERIA                           |  | E/D                        |
|------------------------------------|--|----------------------------|
| <b>Qualifications and training</b> | <ul style="list-style-type: none"> <li>• Catering or equivalent qualification</li> <li>• Current food hygiene certificate</li> </ul>   | D<br>D                     |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>• Experience of working as a catering assistant</li> <li>• Experience of working with commercial kitchen equipment</li> <li>• Experience of working with young people</li> </ul>  | E<br>D<br>D                |
| <b>Skills and knowledge</b>        | <ul style="list-style-type: none"> <li>• Ability to work proactively and use own initiative</li> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to multitask and work effectively in a stressful environment</li> <li>• Strong teamwork skills</li> <li>• Strong customer service skills</li> </ul>  | E<br>D<br>E<br>E<br>E<br>E |
| <b>Personal qualities</b>          | <ul style="list-style-type: none"> <li>• Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff</li> <li>• Commitment to promoting the ethos and values of the Trust</li> <li>• Commitment to maintaining confidentiality</li> <li>• Commitment to safeguarding pupils</li> <li>• Resilient, positive, forward looking and enthusiastic about making a difference to children and young people</li> </ul> | E<br>E<br>E<br>E<br>E      |
| <b>Other Requirements</b>          | <ul style="list-style-type: none"> <li>• Willingness to be flexible with duties to respond to the Trust's needs</li> <li>• The ability to adapt to an ever-changing educational environment</li> <li>• A full clean driving licence and access to a car</li> </ul>   | E<br>E<br>E                |

This Person Specification is a guide to the work that you will be initially required to undertake. It may be altered from time to time to meet changing circumstances. All members of staff are expected to carry out any reasonable instruction given by the Executive Principal or other such authorised person so as to allow for the effective running of the Trust. This Person Specification does not form part of your contract of employment.