



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	Catering Assistant
JOB PURPOSE	To provide a high-quality catering service which supports the wellbeing of pupils and staff
GRADE:	Minimum wage
RESPONSIBLE TO:	Catering Manager

MAIN DUTIES AND RESPONSIBILITIES

To provide a high-quality catering service which supports the wellbeing of pupils and staff. This includes meeting school catering and health and safety standards.

- Support the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards
- Prepare food in line with the expectations of the catering manager
- Serve food to students and staff
- Operate the cashless tills
- Undertake washing up activities
- Undertake general cleaning in accordance with Health and safety requirements
- Under the direction of the catering manager, follow the school catering standards legislation and the school's policies relating to food safety, health and safety and allergens
- Ensure that the kitchen and dining area are kept clean and hygienic
- Ensure that kitchen equipment is used safely and according to operating manuals
- Ensure that kitchen and catering equipment is maintained according to the maintenance schedule
- Alert the catering manager to any faulty or damaged equipment
- Adhere to proper hygiene procedures, including wearing the correct uniform
- Record all accidents and incidents

General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience		
Level 1 Food Safety (or NVQ equivalent)		Y
Experience		
Experience of working in an industrial kitchen or catering establishment		Y
Experience working with young people		Y
Knowledge and Skills		
Knowledge of legislative requirements for: Working in industrial cooking or School catering		Y
An understanding of the routines and challenges of catering in a school environment		Y
Good organisational skills	Y	
Ability to multitask and work effectively in a busy environment	Y	
Works well in a team	Y	
Professional Characteristics		
Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff	Y	
Commitment to promoting the ethos and values of the school	Y	
Commitment to safeguarding pupil wellbeing and equality	Y	
Enthusiastic about making a difference to children and young people	Y	

Signed: _____ Date: _____

Print name: _____