# CATERING ASSISTANT

JOB DESCRIPTION AND PERSON SPECIFICATION

### JOB DESCRIPTION

**JOB TITLE:** Catering Assistant

**ACCOUNTABLE TO:** Catering Manager

**SALARY:** Grade 1, point 2

**Vision and Purpose:**

The purpose of this role is to provide effective support to the Catering Manager and the catering team within the academy. Our expectation of the individual is that they will have the ability to both prepare and serve food of a high standard to staff and students. If you enjoy working in a busy environment and want to contribute to our student’s dining experience, please apply now.

* We are looking to recruit a Catering Assistant for 25 hours per week to support our lunch service
* Working core shift various shifts from 09.30 to 14.30 Monday to Friday
* As a Catering Assistant at Ormiston Venture Academy, there may be the opportunity for you to work additional hours to cover shifts in the academy kitchen and dining room which serves both our students and staff

**MAIN TASKS:**

* General cleaning and pot washing duties using both manual and mechanical equipment
* Some basic food preparation
* To ensure supplies are stored in accordance with catering standards
* Collection and storage of some fresh perishable and dry goods
* Ensuring the economical use of cleaning materials and hardware
* Observing Health & Safety regulations and safe procedures generally
* Adhering to Fire Precautions & Procedures
* To assist in any other area of academy kitchen as and when required
* To support the cleanliness and hygiene standards within the kitchen and dining room.
* To provide a high quality service by engaging positively with staff and students.

**PERFORMANCE MANAGEMENT:**

* Participating in the Academy’s arrangements for performance management, professional development and the Academy’s arrangements for quality assurance and internal verification.

**GENERAL RESPONSIBILITIES:**

* To undertake other duties appropriate to the grade of the post as deemed by the Principal when required.

**CONTEXT:**

* All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

***The applicant will be required to safeguard and promote***

***the welfare of children and young people.***

Signed …………………………………………………………………………………….

Date ……………………………………………………………………………………….

**PERSON SPECIFICATION**

**Catering Assistant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Essential (E)**  **Desirable (D)** | | **Assessment Method** | | |
|  |  | | **A** | **I** | **R** |
| **Experience or working in an Academy/School setting**   * Experience of working with children or students aged 11-16 * Experience of working with staff and within a team at all levels |  | **D**  **D** | **ü**  **ü** |  |  |
| **Qualifications**   * Knowledge of health, safety, and good hygiene practice in the kitchen through the holding of a current Level 2 award in Food Safety and Hygiene |  | **D** | **ü** | **ü** |  |
| **Experience & Knowledge**   * Previous experience of working in a food environment |  | **D** | **ü** | **ü** |  |
| **Skills, abilities and competencies**   * Good communication skills * Ability to prioritise workloads | **E**  **E** |  | **ü**  **ü** | **ü**  **ü** |  |
| **Personal Qualities**   * Good team player * Smart appearance and good standards of personal hygiene | **E**  **E** |  | **ü**  **ü** | **ü**  **ü** |  |
| **Behaviour Qualities**   * Courteous and respectful * Kind and helpful * Responsive Communication * Effective and professional | **E**  **E**  **E**  **E** |  | **ü**  **ü**  **ü**  **ü** | **ü**  **ü**  **ü**  **ü** |  |

**Confidential References and Reports**

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| --- | --- |
| Strong recommendation from all referees, including current employer | **E** |
| Satisfactory health and attendance record | **E** |

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