



**Maiden Erlegh Trust
Job Description**

Role	Catering Assistant	School/Department	Please refer to advert
Grade	Grade 3, scp 5-6	Reports to	Trust Catering Manager
Job Evaluation Code	MET034	Hours of work	Please refer to advert
Purpose	Under the direction of the Catering Manager, provide support in the preparation, cooking and service of food plus related catering duties at the setting.		
Scope	Staff responsibilities: None	Financial accountability: N/A	
Relationships	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students and external agencies as required.		
Supporting Maiden Erlegh Trust	The postholder may occasionally be required to support other schools in the Trust.		
Main duties and responsibilities	<ol style="list-style-type: none"> 1. Assisting with the preparation and service of food and the cleaning of premises and equipment 2. Serving food in an efficient, friendly manner 3. Washing up kitchen equipment and tableware 4. Cleaning dining area and kitchen premises 5. Cleaning kitchen equipment 6. Support the supervision of students in the Dining area 7. To undertake any other relevant duties as required by the school <p>Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.</p>		
Other requirements and responsibilities	Enhanced DBS clearance required.		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: _____

Date: _____

Post holder

**Maiden Erlegh Trust
Person Specification**

Role	Catering Assistant	School/Department	Please refer to advert
Qualifications, training and education	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent • Food Hygiene qualification an advantage or willing to train 		
Experience	<ul style="list-style-type: none"> • Knowledge of Health and Safety regulations and first aid • Some experience of serving food and working with children (desirable, not essential) 		
Skills and abilities	<ul style="list-style-type: none"> • Good interpersonal and communication skills • Good organisational and planning skills, able to manage own time, prioritise and meet deadlines • Reliability • Tact, sensitivity, and diplomacy • Confidentiality • Able to contribute and work effectively as part of a team • Pro-active, flexible, and adaptable • Attention to detail • Able to show initiative and work independently as required • A willingness to learn and develop personal skills • A sense of responsibility and ownership • Capable of moderate physical activity (lifting pans, standing) • To be aware of the need for good hygiene practices and ensure high standards of: <ul style="list-style-type: none"> ○ Personal hygiene ○ Kitchen hygiene in the preparation and service of food ○ Cleanliness of equipment and premises 		
Requirements specific to the role	<p>All staff are expected to be committed to safeguarding, equality and promoting the welfare of children and young people and to be aware of local safeguarding policies and procedures and to report any concerns or information received as required.</p>		