**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job Title | **GENERAL CATERING ASSISTANT** |
|  |  |
| Hours | 15 HOURS PER WEEK, 3 HOURS PER DAY (11.00 AM – 2.00 PM), TERM TIME ONLY |
|  |  |
| Grade | GRADE A |
|  |  |
| Primary Purpose of the Job | To assist in the preparation for and in the service of meals and refreshments and undertake associated kitchen duties. Work is carried out under the supervision of the units Catering Manager |
|  |  |
| Responsible to | Head of School / Unit Catering Manager |
|  |  |
| Principal Responsibilities | To prepare, cook and serve school meals in accordance with food handling and preparation regulations, ensuring safe and proper use of the kitchen / catering equipment and materials provided. To maintain a high standard of cleanliness and safety within the working environment. |

**MAIN DUTIES**

* Preparation, cooking and service of food and beverages
* Stocking of display units – loading and unloading trolley with packs of drinks etc, transport to point of sale, fill up display units
* Transport / carry trays of meals / items for sale from preparation area trolley or oven as necessary, setting them up in the serving or dining area as necessary
* Assistance with the service of meals and refreshments as required
* Liaise with Speech and Language Therapists as regards specialist dietary requirements for our students, for example, dysphagia
* Clearance and cleaning of the dining area, kitchen and other service points after meal service
* General kitchen duties to include sweeping, mopping, washing up and cleaning of equipment, cupboards, surfaces etc
* Assist with the receipt and storage of goods, stocktaking and completion of paperwork as required
* Assist with thorough cleaning of kitchen area and equipment and dining furniture as required
* Assist with thorough checking of light kitchen equipment
* Be available to work additional hours (paid in addition to the contract hours) on the occasional evening to help support any ‘out of school’ activities that require a school catering presence, such as Prom, Parents Evening
* Setting up of the dining area as and when required, which may include washing tablets
* Ensure compliance with all health and Safety legislation and school / food service hygiene policies in all aspects, especially when using materials, tools and equipment
* Attend training sessions as and when required
* To maintain a high standard of personal hygiene
* To undertake any other duties relevant to your post at the request of the Catering Manager or senior school staff

**RESPONSIBILITES**

* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Contribute to the overall ethos / work / aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as requires

**Customer Care –** To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered**.**

**Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others

**Valuing Diversity** - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**Date Job Description prepared / updated** **July 2021**

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| School | **FIRWOOD HIGH SCHOOL** |
| Job Title | **GENERAL CATERING ASSISTANT** |

To be assessed by application form, interview and references

**ESSENTIAL CRITERIA**

|  |  |
| --- | --- |
| **1** | **Skills and Knowledge** |
| 1.1 | Ability to organised self and to work without supervision for lengthy periods of time |
| 1.2 | Manual skills associated with food preparation |
| 1.3 | Physical skills relating to the work – ability to lift reasonably heavy trays and foodstuffs |
| 1.4 | Practical implications of regulations and legislation relating to safe and hygienic working within a catering service |
| 1.5 | Good time management and organisational skills |
| 1.6 | Ability to work in a commercial kitchen environment and use general catering equipment safely and correctly |
| 1.7 | Ability to lift and carry items of a moderate weight |
| 1.8 | Ability to deliver excellent customer service |
| 1.9 | Ability to form good working relationships with other staff and communicate effectively with people at all levels |
| 1.10 | Ability to relate well to children and adults |
| 1.11 | Ability to following instructions, for example, guidelines, Code of Practice |
|  |  |
|  |  |
| **2** | **Experience / Qualifications / Training etc** |
| 2.1 | Possess a valid Food Hygiene qualification (or be willing to undertake and pass) |
| 2.2 | Experience of general kitchen duties would be useful but not necessary to someone willing and keen to learn |
| 2.3 | Knowledge of the range of tasks required together with the operation of associated tools and equipment or a keen willingness to learn |
| 2.4 | Willingness to participate in relevant training and development opportunities |
| 2.5 | Competent literacy and numeracy skills – preferably some GCSE / NVQ qualification |
|  |  |
|  |  |
| **3** | **Work Related Circumstance – Professional Values & Practices** |
| 3.1 | High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background |
| 3.2 | Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration |
| 3.3 | Demonstrate and promote the positive values, attitudes and behaviours they expect from the pupils with whom they work |
| 3.4 | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice |
| 3.5 | Able to improve their own practice through observations, evaluations and discussions with colleagues |
| 3.6 | Ability to work in a confidential manner using sensitivity with regards to personal details and information |
|  |  |
|  |  |
| **4** | **Other Requirements** |
|  | Two professional references are required for this position including the most recent / current employer  An enhanced DBS will be required  The General Assistant is required to handle, operate and clean a range of kitchen and food preparation equipment (e.g. Ovens, hobs, steamer, food processors, cutting equipment, pans and catering machinery) He / she will be exposed to hot equipment and materials on a daily and continuous basis and will needs to transport / carry food trays and kitchen equipment |

**Date Person Specification prepared / updated July 2021**