



Catering Assistant

Job Description & Person Specification

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Job Description

Purpose of the Post:	To provide support in the preparation, cooking and serving of food and beverages plus related catering duties. To act as the relief cook when required.
Reporting to:	Catering Manager/Catering Supervisor, Deputy Headteachers, Headteacher
Location:	Based at Newquay Junior but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	Grade C
Hours:	15 hours per week, 38.6 working weeks / 44.194 paid weeks A flexible approach to working hours is required. Peaks of work will vary throughout the year so the contract is based on an annualised hours basis and exact variable weekly hours of duty will be agreed with the Catering Manager.

Principal Responsibilities:

- ❖ To assist with the smooth running of the school kitchen and assist at catering functions.
- ❖ To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations.
- ❖ To assist in preparing and devising menus to ensure a variety of meals is offered in the school which cater for different dietary requirements as appropriate.
- ❖ To prepare, cook and serve food and beverages as directed by the Catering Manager/Catering Supervisors.
- ❖ To prepare the dining area to include moving and setting up tables and chairs, and setting trolleys.
- ❖ To prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment.
- ❖ To load dishwashers and to wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area.
- ❖ To clean on a daily basis all catering areas to standards laid down by the school as directed. To assist in cleaning up the dining areas, kitchens and catering equipment after the lunch periods, including cleaning and putting away tables and chairs, washing

up/loading dishwashers, and cleaning kitchen surfaces and kitchen equipment as required.

- ❖ To inform the Catering Manager/Catering Supervisors of any defects in equipment, suspect food or other concerns relating to Food Safety.
- ❖ To support other school catering establishments within a reasonable geographical distance if required.

General Responsibilities applicable to all staff:

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> • Previous experience of working in catering, cooking, food preparation in a busy commercial environment. • Attainment of GCSE qualifications or equivalent vocational qualifications in catering or a related field. 	<ul style="list-style-type: none"> • Food Safety certificate • NVQ level 2 in catering or related field. 	Application Form/ Interview/ Certificates
Skills and Experience	<ul style="list-style-type: none"> • Good communication skills, both written and verbal. • A willingness to take action and to make decisions independently. • A desire to understand how things work and to seek out opportunities to learn and grow. • Ability to adapt easily to different situations. • Demonstrate a willingness to learn. • Organisational skills. • Self-motivated. • Enjoys working with children/young people. • Ability to work on own initiative and as part of a team. • Flexible approach to working. 	<ul style="list-style-type: none"> • Some experience of catering work in a school/college environment. 	Application Form/ Interview
Specialist Knowledge	<ul style="list-style-type: none"> • Basic food hygiene and safety certificate and knowledge of food hygiene procedures. • Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. • Demonstrates an awareness, understanding and commitment to equality and inclusion. 		Application Form/ Interview
Values Related Qualities	<ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – to lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		Application Form/ Interview

