



## **JOB DESCRIPTION**

**POST TITLE:**

**CATERING ASSISTANT**

**GRADE:**

**Grade C (SCP 6)**

**REPORTING  
RELATIONSHIP:**

**Reporting to the Unit Manager**

**JOB PURPOSE:**

**To assist in the preparation and delivery of the school catering service ensuring compliance with health and safety, food hygiene/handling, COSHH (Control of Substances Hazardous to Health) and safe working practices and regulations at all times.**

**POST NO:**

## **MAIN DUTIES/RESPONSIBILITIES**

**As a Catering Assistant you may undertaken any or all of the following duties and responsibilities.**

1. Assist with the preparation and delivery of School Meal service in line with food hygiene regulations including:
  - Following menus and recipes
  - Preparation of food
  - Serving meals, snacks and beverages as required
  - Basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks
  - Stock control
  - Temperature control
  - Checking and storage of fresh and frozen produce
  - Ordering of food supplies, by telephone on PD Days and completion of any paperwork, in preparation for the week ahead.
  - Assist with the setting up and clearing away of tables and chairs in designated areas.
  - Setting out meal trays, cutlery, and other serving equipment
  - Washing up
  - Operation of dishwasher
  - Cleaning of kitchen and dining areas and equipment as required on a day to day basis
  - Deep clean of tables and chairs and kitchen to be carried out on PD Days

2. Assist with food deliveries and storage of food and stocks as required.
3. Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures.
4. Undertake any staff training that is deemed appropriate and necessary.
5. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
6. The post holder must carry out his/her duties with full regard to the Trust and its school's Child Protection Equal Opportunities and Racial Equality Policies and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
7. The post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
8. Any other duties of a similar nature related to the post, which may be considered appropriate by senior management of the Unit Manager.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

## HEMLINGTON HALL ACADEMY PERSON SPECIFICATION – CATERING ASSISTANT

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Experience</b>				D1	Basic Food Hygiene Certificate	AF, I
				D2	NVQ Level 2 or equivalent in a relevant field	AF, C
<b>Experience &amp; Knowledge</b>	E1	Experience of working in a team	AF, I	D3	Previous catering experience within a school meals environment	AF, R, I
	E2	Knowledge of food handling and hygiene	AF, I	D4	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	AF, R, I
<b>Skills</b>	E3	Good verbal communication skills	I, R	D5	Ability to demonstrate leadership qualities	AF, R, I
	E4	Experience of working with a range of people – Good customer care skills	AF, R, I			
	E5	Ability to use own initiative, work on own and as part of a team	AF, R, I			
	E6	Willingness to undertake further training / qualifications in catering field	AF, R			
	E7	Ability to remain calm under pressure	I			

<b>Personal Attributes</b>	E8	Participate in development and training opportunities	AF,R,I			
	E9	Ability to abide by School policies and procedures	AF,R,I			
<b>Special Requirements</b>	E10	Motivation to work with children	AF,I,R,D			
	E11	Ability to form and maintain appropriate relationships and personal boundaries with children within school policies and procedures	AF,I,R,D			
	E12	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,I,R,D			
	E13	Suitability to work with children	D			

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references