



Post title	Relief Catering Assistant
Reporting to	Catering Manager or a line manager nominated by the Principal
Working Time	As and when required
Salary/Grade	G3 SCP 10-13 (£16,863 - £17,391)

PURPOSE OF THE POST

	<ul style="list-style-type: none"> To assist with the preparation, cooking and service of meals. To undertake the cleaning of equipment and kitchen. To demonstrate a high standard of customer service. To encourage pupils to eat healthily.
Responsible for	Light equipment Cleaning materials
Liaising with	Pupils, Academy staff and visitors, parents, delivery people, contractors, governors, environmental health officers.
Working conditions	Requires flexibility and manual handling. Long periods of standing/walking. In addition to working during school term times, catering staff are required to attend work for five further days during school holidays, as directed by the Catering Manager, to undertake a deep clean of the school kitchen.
Characteristics of the post	<p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The following employment checks are required:</p> <ul style="list-style-type: none"> Evidence of entitlement to work in the U.K. Evidence of essential qualifications Two satisfactory references Confirmation of medical fitness for employment Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p> <ul style="list-style-type: none"> Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Level 2 Award in Food Safety or willingness to achieve this. • Manual handling training or willingness to undertake this. • Willingness to undertake training on use of equipment, including cashless catering system. • Level 1 Health & Safety or willingness to achieve this. • Safe cleaning & control of infection training or willingness to undertake this. 	<ul style="list-style-type: none"> • NVQ Level 2 Customer Service. • Level 2 Award Manual Handling. • Catering or cookery qualification • Level 3 Award in Food Safety
Knowledge	<ul style="list-style-type: none"> • Numeracy • Literacy 	<ul style="list-style-type: none"> • Hygiene and safe food practices
Experience	<ul style="list-style-type: none"> • Working as part of a team 	<ul style="list-style-type: none"> • Previous experience working in catering
Physical Skills	<ul style="list-style-type: none"> • Manual skills required e.g. furniture moving, cleaning. • Job involves standing/walking/bending. 	
Competencies and other skills required	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Customer service skills 	

MAIN (CORE) DUTIES	
General duties	<ul style="list-style-type: none"> • To assist with food preparation and cooking in accordance with the menus. • To prepare the kitchen equipment for service. • To prepare the dining room and dining room furniture. • To serve the meals. • To clear and clean the dining room, storing dining furniture. • To carry out the washing up and cleaning of all light and heavy equipment. • To clean fixtures, fittings and the kitchen floor. • To assist with other duties as instructed by the person in charge. • To operate the cashless system. • To comply with legislation relating to health and safety and hygiene. • To report any problems/defects with equipment to the Catering Manager or his substitute. • To take part in themed events as required. • To maintain a high standard of customer service and pass customer views and concerns to the person in charge. • To be friendly and welcoming to customers using the catering facilities • To make recommendations for improving the service. • To assist with the equipment inventory. • To undertake general cleaning of the kitchen on cleaning days. • To assist with the provision of meals in case of emergency feeding.
Additional duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and treat all users of the school with courtesy and consideration.

	<ul style="list-style-type: none"> • Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
Other specific duties	<ul style="list-style-type: none"> • To participate in training and continue personal development. • To engage actively in the performance review process.
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Date completed	February 2014
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