

JOB DESCRIPTION

SCHOOL: Carmel College

POST TITLE: Catering Assistant

BAND: 2

REPORTS TO: Trust Catering Manager/Chef manager

MAIN PURPOSE: Working to the direct instruction of the Cook/Catering Manager to assist in the preparation and delivery of the school catering service, adhering to Health & Safety requirements and other statutory regulations.

TASKS:

- Cleaning of light and heavy kitchen equipment, dining areas and furniture following instructions to comply with all COSHH and safety guidelines
- Follow personal cleanliness and hygiene guidelines and rules
- Serving of meals, snacks and beverages as required, adhering strictly to hygiene regulations
- Setting out meal trays, cutlery, tables and chairs and other equipment
- Washing up
- Operation of dishwasher
- Basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks
- Setting out food/snacks and beverages displays, including where appropriate replenishing vending machines
- Assist with food deliveries, storage and management of food and stocks as required
- To maintain and update daily monitoring records including temperature charts for fridges, freezers and store rooms, routine probe tests for hot and cold foods and food sampling where appropriate
- Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

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.

PERSON SPECIFICATION

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		Essential		Desirable	Stage Identified
QUALIFICATIONS/ TRAINING:	E1	Willingness to participate in training and development opportunities			AF, I
	E2	Basic skills/induction			AF, I
	E3	Food Hygiene Certificate			AF
EXPERIENCE:	E4	Experience of working as part of a team	D1	Previous catering experience	AF, I, R
SKILLS/ KNOWLEDGE:	E5	The operation of catering equipment/machinery	D2	Knowledge of COSHH and Health and Safety regulations	AF, I
	E6	The ability to communicate with children and adults			AF, I, R
	E7	A knowledge of basic catering practices			AF, I, R
	E8	The ability to work to deadlines			I
	E9	Be able to use own initiative and work as part of a team			AF, I, R
PERSONAL ATTRIBUTES:	E10	Pleasant and friendly manner			I, R
	E11	Reliable			R
	E12	A high level of personal cleanliness and appearance			I
	E13	A commitment to working as part of the whole school team and supporting the vision and aims of the school			AF, I, R
Special Requirements	E14	Motivation to work with children			AF, I, R, D
	E15	Ability to form and maintain appropriate relationships and personal boundaries with children			AF, I, R, D
	E16	Suitability to work with children			R, D
	E17	Be able to conduct a conversation and answer questions, for an extended period of time where necessary			AF, I, R

Key – Stage identified	
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