



Job Description

Job Title: Catering Assistant

Scale: Grade 1 Point 2

Reporting Arrangements

The post holder will report to the Cook and Catering Manager

Main Purpose of the Job:

To work as part of the Team and contribute to the achievement of its objectives, providing an effective and efficient catering service.

This includes: preparing and serving food, shared responsibility for cashier duties and maintaining the associated catering areas in accordance with food hygiene regulations.

Main Duties

- Assist with the preparation, setting up and serving of meals in line with food hygiene regulations.
- Clean kitchen equipment and dining furniture as required in designated areas.
- Assist with the moving and setting up of dining furniture in designated areas.
- Undertake shared responsibility for cashier duties and be responsible for operating a cash register or cashless system.
- Ensure compliance with food hygiene and COSHH (Control of Substances Hazardous to Health) regulations at all times.
- Provide a customer focused services, which is courteous and responsive and meets the needs of the customers at all times.
- Support the team in promoting equal opportunities in the workplace and delivering services, which are accessible and appropriate to the diverse needs of service users.
- Actively pursue own personal development and take full advantage of training provided.
- Undertake such duties as may be considered appropriate by the Catering Manager in line with the needs of the service.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.



Person Specification

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For this job we are looking for:

- Active listening and verbal communication skills for effective interaction with pupils, other catering colleagues and school employees.
- Ability to work under supervision and as part of a team.
- Knowledge of basic hygiene and health and safety.
- Basic numeracy and ability to accurately complete daily returns.
- Willing to abide by the school's no smoking policy.

Personal Style and Behaviour:

- Tact and diplomacy in all interpersonal relationships with the pupils and colleagues at work.
- Self-motivation and personal drive to complete tasks to required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new organisational challenges including being deployed to any establishment.
- Personal commitment to ensure that services are equally accessible and appropriate to the diverse needs of service users.
- Personal commitment to continuous self -development.
- To wear the uniform provided.
- To consent to an Enhanced DBS (Disclosure and Barring Service) report.



Safeguarding:

Beaver Road Primary School is committed to safeguarding and protecting the children that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.



Safeguarding

Is responsible for the protection and safeguarding of all children and displays a commitment to this.

Completed all relevant and statutory training and demonstrates qualities required to safeguard and promote the welfare of all children.

Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children.

Promoting Equality and Diversity

Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage.

Listen to contributions made to service development without prejudice.

Care

Listen and respond to children's needs, seeking out innovative ways of consulting and engaging them.

Network with others to develop services for the benefit of the children.

Developing Self and Others

Be willing to share learning and encourage others to do the same. Coach and mentor others.

Listen to others and respond to their needs. Apply a range of development activities to develop and train staff.

Strives for improvement and take responsibility for own development. Be self-confident and lead by example.

Additional clarification of requirements of the post include: