

JOB DESCRIPTION

Section: Catering	Reports to: Catering Manager
Job Title: Catering Assistant	Grade/Salary Range: 1a £18,329 (FTE)
Working Pattern: 30 hours per week	Working Weeks per annum: 39

PURPOSE OF JOB

Working in a close, inter-dependent team environment to provide an efficient and effective, responsive catering support to the academy, ensuring that staff and students are offered bespoke menu options to complement and further the educational aims of the Academy

MAIN DUTIES AND RESPONSIBILITIES

1. Catering

- Assist and operate within the kitchen during daily food production and service on allocated tasks as per daily menu supplied, ensuring proper standards of presentation and correct economical use of materials and equipment.
- Washing up and the safe and correct cleaning of the kitchen premises and equipment.
- Clearing the dining area including sweeping, mopping floors and moving light furniture.
- Serve meals as requested while being responsive to customer preferences.
- Assist in providing, and transporting, refreshments for staff, visitors and Governors.
- To assist in basic paperwork and stock control.
- Removal of rubbish and leftovers.
- Be aware of the importance of Food Hygiene and undertake any necessary action to ensure the safety of food provided to staff and students
- Report equipment, maintenance problems and energy leaks to line manager.
- Assist the Catering Manager with termly menu planning and ordering.
- Assist in appropriate stowing away of provisions after bulk deliveries.

2. Health and Safety

- To complete all required Academy Health and Safety checks and ensure that all records are kept up to date in compliance with the academy policy for,
 - machinery including servicing and inspection
 - Storage and use of foodstuffs and ingredients
- To help train other staff in aspects of Health and Safety
- Attend all essential health and safety training courses as determined by the management of the Academy.
- Report Academy-wide Health and Safety issues to Facilities Manager/Catering Manager
- To record all accidents and near-misses in accordance with academy policy

- Draw attention of facilities manager/catering manager to any repairs and maintenance work required.

MAIN DUTIES AND RESPONSIBILITIES – OTHER

3. Other Duties

- Prioritise workload as directed by the Facilities Manager/ Catering Manager.
- Carry out reasonable instructions of the Facilities Manager/ Catering Manager.
- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential and sensitive information.
- Undertake any other duties of a similar level and responsibility as may be required from time to time.
- To work within and encourage the Academy's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children.
- To carry out duties in accordance with the Academy's values, mission and vision.
- Attend INSET, appropriate training and relevant meetings as required and participate in the Academy's staff performance. Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy in health and safety matters.

Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. The duties of this post may vary from time to time, as required by the Line Manager, without changing their general character or the level of responsibility entailed.

Signature Line Manager:

Signature Job Holder:.....

Date:.....