



Job Description

Position Title	Catering Assistant
Location	Sticklepath Community Primary Academy
Reporting to	Catering Manager
Scale Point	Grade A – SCP2

Job Purpose:

Supporting the Catering Manager and team in the day to day running of the kitchen in compliance with relevant Health & Safety and Food Hygiene requirements.

Main Duties & Responsibilities:

- To work as part of a team, to ensure the smooth running of lunch-time service and to support a positive school ethos.
- To set up the dinner hall prior to service
- Mark off dinner registers as children come in for dinner
- To assist in the production of and serve food to staff and pupils
- To clear and clean the dinner hall and kitchen area
- To follow the school's policy for supporting children with allergy requirements
- To take initiative to perform kitchen tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards
- Be responsible for ensuring the cleanliness of your designated area and for maintaining high and consistent standards
- Carry out general kitchen duties as directed by the Catering Manager
- Ensure high standards of hygiene and cleanliness are maintained
- To follow the school's health and safety policies relevant to the job
- Ensure all aspects of relevant legislation are complied with in relation to Health & Safety at Work Act and Food Safety Act (including COSHH, manual handling, safe use of machinery, food hygiene)
- To be alert and active on issues relating to pupil welfare, safeguarding and child protection and to pass on information and concerns (significant and low-level) to the relevant personnel in the school
- To take part in relevant training including regular safeguarding training, food hygiene and Health & Safety training as directed
- Take part in yearly appraisal



**Catering Assistant – Grade A
Person specification:**

Professional Qualifications and Training	Essential	Desirable
Level 2 Food Hygiene		✓
COSHH		✓
Food Allergy Awareness		✓
Willingness to undertake the relevant training requirements	✓	
Experience		
Worked in a school environment or alongside children / young adults		✓
Previous catering experience		✓
Skills, Abilities and Professional attributes		
Friendly, professional manner	✓	
Able to form positive professional relationships with children and adults	✓	
Able to work independently and use own initiative	✓	
Able to work collaboratively as part of a team	✓	
Be hardworking and show commitment to the role	✓	
Able to be flexible	✓	
Take pride in own work and standards	✓	
Good time keeping	✓	
Have a commitment to Inclusion and Equal Opportunities	✓	
Able to carry out physical duties of the post with reasonable adjustments where necessary	✓	