

JOB DESCRIPTION: Catering Assistant

Job summary

The Catering Assistant is expected to work as part of a team assisting in the preparation, cooking, and serving of hot and cold food for students, staff, and visitors to the academy. They will undertake all aspects of kitchen duties as directed by their line manager and will contribute to ensuring the lunchtime period is a positive experience for all.

Primary duties and responsibilities

Relationships

- Build and maintain effective working relationships with your line manager and team members to ensure the smooth running of the catering provision.
- Communicate effectively and professionally with other academy staff, students, and visitors to the academy. Provide clear advice regarding meal content, food pricing and dietary requirements, etc.
- Establish and maintain positive and professional relationships with duty staff. Refer those students who may require intervention from an alternative member of staff.
- Maintain good working relationships with external service providers, contractors, and suppliers, as and when required.
- Adopt an appropriate communication style depending on the nature of the communication.

People management

- Assist and support new or less experienced staff regarding the catering service within the academy.

Resource management

- Be responsible for the day-to-day cleaning of kitchen equipment such as mixers and dishwashers as instructed. Report faulty apparatus to your line manager in a timely manner.
- Undertake food preparation, cooking tasks and serving of meals as instructed.
- Assist in routine cleaning of the kitchen area, tableware, utensils, and equipment as required and in line with food safety and COSHH requirements. Complete the cleaning rota as required.
- Undertake temperature checks of the fridge and freezers, and cooked food, to ensure they are the correct temperature.
- Label food accurately based on allergens, dates, etc.
- Set up the catering for events as required.
- Ensure all work undertaken conforms to and is compliant with EU legislation regarding food allergens.
- Assist with the setting up and clearing away of the serving counter, hot cupboards, and display fridges.
- Attend to vending machine requirements such as re-stocking (where applicable).
- Assist with maintaining and monitoring food stock levels including stock taking and stock rotation.
- May be required to handle cash at tills or operate cashless systems as instructed.
- Wear protective clothing as required and instructed.
- Comply with instructions relating to safety, security, and confidentiality.

Decision making

- Report health and safety concerns to your line manager or an appropriate member of staff in line with the academy's guidelines.
- Monitor the quality of food to ensure it meets specified standards and make appropriate decisions if it does not comply.
- Utilise and analyse information to make good, informed decisions within post holder's remit.

Work demands

- Able to work to planned routine but also adaptable and flexible to deal with ad hoc issues.

Physical demands

- Moderate physical effort required. The role will involve some bending, lifting, and carrying.
- Appropriate food hygiene/protective clothing such as overalls and nets to be worn in line with food safety regulations and academy procedures.

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Working Conditions

- Role is an academy-based role.
- Will involve a considerable amount of standing and working in a hot, busy kitchen environment.
- Will be required to work across the full site as required.
- Will be required to undertake mandatory training such as Basic Food Hygiene and Manual Handling.

General expectations

Behaviour expectations

- Maintain **High expectations** in all we do, ambitious for ourselves, our communities, and our environment.
- Create **Equity** of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.
- Champion the success and life chances of **All children**.
- Furnish pupils and staff with the **Resilience** to succeed as lifelong learners.
- Harness our **Togetherness** to achieve more, collaborating proactively in the seamless unity.

Expectations of jobholder

- Be aware of and comply with CLF policies as set out in the CLF Employment Manual as well as individual academy policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
- Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.
- The academy is a designated non-smoking site.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Signed:

Name:

Date: