



## CATERING ASSISTANT – JOB DESCRIPTION AND DUTIES

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### General

The Catering Assistant is required to assist in the preparation of food, serving of meals and tilling. He/she is also instrumental in helping to keep the kitchen running smoothly by making sure everything is clean, tidy, safe and hygienic. This role involves the operation of cleaning equipment and good physical health and fitness is paramount due to the nature of the physical demands of the job. Catering Assistants form part of the Catering team in school and report to the Catering Manager.

### Job Description and Duties

#### Daily Duties

- To help prepare and assist in the preparation of high quality meals for pupils and staff
- To ensure supplies are stored in accordance with domestic and catering standards
- To undertake full cleaning of all kitchen equipment
- To clean all kitchen, servery and seating areas, including furniture, floors and windows
- To operate school cleaning machinery and equipment
- To dispose of rubbish
- To undertake cyclical deep cleaning which encompasses a range of activities including walls, vents, woodwork, lighting, floors and furniture
- To set out and put away dining furniture and equipment
- To maintain high standards of food safety and hygiene in the school catering areas in accordance with domestic and catering standards and adhere to the requirements of food safety and hygiene legislation at all times
- To carry out duties in accordance with the school's Health and Safety Policy
- To maintain daily contact with pupils and staff at the school and to provide a high quality service at all times
- To operate tills efficiently and effectively



## CATERING ASSISTANT – PERSON SPECIFICATION

<b>Post</b>	<b>Catering Assistant</b>
<b>Summary of Role</b>	The Catering Assistant is required to assist in the preparation of food, serving of meals and tilling. He/she is also instrumental in helping to keep the kitchen running smoothly by making sure everything is clean, tidy, safe and hygienic. This role involves the operation of cleaning equipment and good physical health and fitness is paramount due to the nature of the physical demands of the job. Catering Assistants form part of the Catering team in school and report to the Catering Manager.

Criteria	Essential	Desirable	Evidence
<b>Education, Training, Qualifications</b>		Food hygiene and safety training and certification. First aid qualification.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Certificates
<b>Skills</b>	Ability to understand and comply with work Instructions (written and verbal).  Methodical approach to food preparation.  Ability to follow manufacturers' instructions with regard to catering equipment and food hygiene.	Experience of working in a catering environment or food service industry.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
<b>Knowledge</b>		Working knowledge and familiarity with catering operations.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
<b>Health</b>	Applicants must be physically fit and able to undertake the range of duties outlined in the job description and duties.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
<b>Other</b>	Has an ability to work alone or as part of a team.  Shows an enthusiastic and positive manner.  Demonstrates a flexible approach to the needs of the school and catering team.  Able to deal with all types of cleaning.  Demonstrates excellent customer service.	Experience of operating tills.  Experience of working in an environment with young people or children.	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References



Competencies	Essential	Desirable	Evidence
<b>Communication</b>	<p>Able to communicate clearly in a way that people understand.</p> <p>See the importance of sharing and communicating well.</p>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
<b>Motivation</b>	<p>Keen to do things well and work steadily to meet targets.</p> <p>Enjoy challenges and works well when time is short or when things are difficult.</p>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
<b>Customer Orientation</b>	<p>Treat customers fairly and consistently in a professional, polite manner and provide a high quality service on time.</p>	<p>Sort out enquiries and problems promptly, keeping customers up-to-date.</p> <p>Can go that extra mile to exceed customer expectations.</p>	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
<b>Attitude</b>	<p>Happy to embrace and engage in new ideas and ways of working and is able to see the good that change can bring.</p>		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References
<b>Self Development</b>	<p>Keen to join in training and keep up to date with changes in skills and knowledge required.</p>	<p>Offers support to colleagues.</p> <p>Seeks out chances to learn and develop.</p>	<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> References

References will be taken up post-interview with the applicant's consent if they are being actively considered for the position.

Satisfactory completion of a **Protecting Vulnerable Groups (PVG) Scheme Record** will be required prior to taking up post as well as evidence of eligibility to work in the United Kingdom.