

Post Title: Lunchtime Catering Assistant

Reporting to: Executive Principal (Grimsby)

Grade/Spinal Column Point: NJC 2, £18,198 pro rata, actual salary £6580

Hours of work: Permanent – 16 hours per week, term time only (190 days)

1. Purpose of job:

Undertake basic food preparation and catering activities related to the preparation and consumption of meals in a safe and comfortable environment.

2. MAIN RESPONSIBILITIES

- Store food items and rotate stock prior to cooking and preparation. Dispose of out of date stock.
- Undertake the routine preparation and basic cooking of a full range of foodstuff.
- Clean, wash and sanitise a full range of commercial catering equipment, utensils and work areas used in the preparation, cooking and consumption of food.
- Prepare and clear designated dining areas (including the moving, setting up and storage of furniture and equipment) to provide a safe and comfortable environment for the consumption of food.
- Serve a range of meals, items and replenish food areas during the service period to achieve customer satisfaction.
- Monitors children's and young people's general conduct and behaviour throughout lunch and break time and engages immediate assistance from qualified colleagues and supports them. Reports issues using appropriate procedures to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

3. SUPERVISION / MANAGEMENT OF PEOPLE

No supervisory responsibility but may on occasion be required to familiarise colleagues with work routines.

4. CREATIVITY AND INNOVATION

The attractive display and presentation of meals and foods items to encourage take up and promote a culture of healthy eating.

5. CONTACTS AND RELATIONSHIPS

Customers: Staff and pupils as customers of the service.

The post holder works within established food hygiene, health and safety and administrative procedures. Options to choose within a range of tasks to achieve service objectives and identified customer needs.

The post holder works within well-established practices, procedures and guidelines.

6. RESOURCES

The post holder will have responsibility for:

- The display and serving of a range of foods.
- The location of furniture and storage.
- Handling and use of a range of catering cleaning materials.

7. WORK ENVIRONMENT

Divided into 4 sub categories as follows:-

Work Demands - Work tasks can be interchanged to achieve service delivery deadlines.

Physical demands - The post requires some physical effort, awkward postures and lifting and handling will form a regular element of the job.

Working Conditions - The post holder works in an indoor environment associated with the storage, display, preparation, cooking and consumption of food.

Work Context - The work involves regular contact with staff and pupils and there may be some occasions of conflict in the conduct of pupils. It is anticipated however that this would be minimal and that the post holder would seek assistance. Work will involve the regular use of a range of commercial catering equipment, cleaning materials and utensils.

8. KNOWLEDGE AND SKILLS

The post holder will have an understanding of :

The relevant Food Hygiene regulations
Health and Safety including COSHH
Lifting and Handling.
HACCP

Awareness of:

Healthy lifestyle options.
Fire Safety

Ability to record transactions related to delivery of supplies, stock disposal and routine catering activity.

Basic Literacy, numeracy and communication skills.

Routine food preparation and basic cooking skills.

Use of appropriate cleaning materials and equipment.

Awareness of procedures for equipment and utensils used in the preparation, cooking and consumption of food.

Other

- Any other duties commensurate with the grade and falling within the scope of the post as directed by the Executive Principal.
- Be familiar and comply with all relevant health and safety, operational, personnel, child protection, data protection and financial regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- A commitment to own continuous professional development.
- Represent the Trust at meetings, professional engagements and networking events.

Standard Duties in all Trust Job Descriptions

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

9. Method of Working

- The Wellspring Academy Trust expects all staff to work effectively as part of a team or teams, delivering high quality support. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, offering guidance and information in accordance with Trust guidelines, policies and procedures when requested and contributing to the maintenance of the Trust environment. In order to do this, staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

Public Relations

- Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

DBS Certificate

All staff are required to submit an enhanced disclosure via the Disclosure and Barring Service (DBS) which will detail any previous criminal convictions together with other information as appropriate, which the police deem relevant in connection with the position to be undertaken.

Person Specification – Lunchtime Catering Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> • able to work independently and as part of a team • able to organise own workload • able to follow health and safety guidelines 		<ul style="list-style-type: none"> • Application form • Interview
Relevant Experience		<ul style="list-style-type: none"> • Experience of working in a similar environment 	<ul style="list-style-type: none"> • Application form • Interview • References
Education, Training and Qualifications	<ul style="list-style-type: none"> • Good general level of education 	<ul style="list-style-type: none"> • Level 2 Certificate in Food Hygiene (will be provided to successful candidate) 	<ul style="list-style-type: none"> • Application form
Working Arrangements and Personal Availability	<ul style="list-style-type: none"> • Ability to work on different sites at short notice if required 		<ul style="list-style-type: none"> • Interview • References