

ALSOP HIGH SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

Catering Assistant



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JOB DESCRIPTION

Catering Assistant

Core Purpose: To be responsible for skilled cooking activities connected with the full range of meals. This will include the preparation of menus, portion control, the provision of special dietary meals (to include needs such as vegetarian, cultural background and medical and behavioural needs), to ensure balanced and nutritious meals are prepared within a budget.

Key Duties / Responsibilities:

- To assist with and work with other members of the team in the production and service of food items in accordance with the procedures and recipes set by the Catering Manager.
- To participate in the care and cleaning of the kitchen and all equipment necessary to provide the service
- To serve meals in line with menu requirements and quality standards, portion and present food, prepare the service area and liaise with customers.
- To encourage customers as appropriate in order to guide their choice of menu items and increase awareness of foods.
- To understand the dietary requirements of the customer and refer to the Catering Supervisor/Manager/Allergy Advice File
- To comply with the Quality Management/HACCP system and feedback to the Catering Supervisor/Manager as appropriate.
- To complete the preparation/close of the dining facilities.
- To clear and sweep the dining room after meals, including spot sweeping and mopping as necessary.
- To participate in the completion of all necessary records and return as required
- To undertake all duties in line with current legislation and approved policies, procedures and work instructions.
- Such other duties as may be reasonably required and requested by the Catering Supervisor/Manager.
- To work at any other unit where cover is required.

General Aims:

- To carry out all duties as instructed in an efficient and timely manner.
- To comply with food safety, health & safety and safety legislation in all areas of responsibility.
- Ensuring high standards of personal appearance and dress, wearing clean, laundered uniform daily.
- Offering service of a polite, efficient and professional manner
- To ensure the security, safety and good conduct of pupils during break and lunch times.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher

Person Specification / Selection Criteria for Catering Assistant

Note: The Applicant will be required to safeguard and promote the welfare of children

and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualifications

Qualification requirements	Essential	Desirable	Source
Advanced Food Hygiene Certificate Level 2		D	AF

[B] Experience

Experience requirements	Essential	Desirable	Source
Previous experience in a school environment		D	AF/I
Experience of working within a catering service		D	AF/I

[C] Knowledge/Understanding

Knowledge/Understanding requirements	Essential	Desirable	Source
Knowledge of H&S procedures and protocols		D	AF/I
Knowledge of use and maintenance of catering equipment		D	AF/I

[D] Personal Qualities and Skills

Personal Qualities and Skills Requirements	Essential	Desirable	Source
Ability to communicate at all levels	E		AF/I
Ability to work within recognised laid-down procedures and follow instructions	E		AF/I
Ability to stand / walk for a substantial amount of working time	E		AF/I
Ability to work effectively under often stressful circumstances	E		AF/I
Ability to multitask, prioritise and work on own initiative	E		AF/I
Well organised and able to work to pre-set deadlines	E		AF/I
Excellent customer service skills	E		AF/I
Excellent attention to detail and accuracy	E		AF/I

Present smart appearance and maintain good personal hygiene	E		AF/I
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[E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	E		R
DBS Clearance post appointment	E		N/A

[F] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

(Source: AF=Application (form+letter); I=Interview; R=Reference)