



Turton and Edgworth Primary School

We celebrate all successes in our happy, inclusive and aspirational school

JOB DESCRIPTION

Job Title:	Catering Assistant		
Reports to:	Catering Manager	Grade:	Grade B SCP 1-3 (£20,258 - £20,812 pro rata'd)
Staff Responsibility for:	N/A	Term:	5 hours/Week – Mon-Wed Term Time only
Additional:	-		

JOB PURPOSE SUMMARY:

To provide catering support during preparation, cooking and serving of food and beverages plus related catering duties.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. To prepare the dining area of service, which may include moving and/or setting up furniture, setting up of trolleys and the cleaning and dismantling of these as required after service.
2. To prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of the meal.
3. To assist in the preparation, cooking and serving of food and beverages as defined by the Catering Manager.
4. To serve the food according to the style and type of operation as defined by the Catering Manager.
5. To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.
6. To clean on a daily basis all catering areas to standards laid down by the Catering Manager.
7. To undergo on and off the job training sessions as required.
8. To inform the Catering Manager of any defects in light equipment.
9. To inform the Catering Manager of any defects in heavy equipment or of premises not meeting Health & Safety and or Food Hygiene Regulation Standards.
10. Such other related duties as are required to ensure the dining area and kitchen is in a clean and hygienic condition and that the food service is effective and efficient.

- 11. To undertake any other duties that may be required for the effective operation of the catering establishment.**
- 12. In addition to the duties outlined above, all employees are required to take care of their own and other people's health and safety.**

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our Health and Safety Policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults. We expect all employees to understand and promote our Safeguarding Policy and procedures.

This appointment is with Turton and Edgworth Primary School. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the Contract.



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	Food Hygiene Certificate	D	✓	
2.	Evidence of Continuous Professional Development	D	✓	
3.				
EXPERIENCE				
4.	Customer Care	D	✓	✓
5.	Health and Safety	D	✓	✓
6.	Experience of working in the Catering Industry	D	✓	✓
7.	Food Preparation skills	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Good standard of personal hygiene	E	✓	✓
9.	Able to work under pressure and use own initiative	E	✓	✓
10.	Able to meet deadlines	E	✓	✓
11.	Able to work as part of a team	E	✓	✓
12.	Good customer care skills	E	✓	✓
13.	Ability to prioritise conflicting demands	D	✓	✓
14.	Wear uniform provided, ensuring it is clean and tidy and observe hygiene standards at all times	E	✓	✓
OTHER				
15.	Commitment to equality and diversity	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
16.	Commitment to health and safety	E	✓	✓
17.	Commitment to attendance at work	E	✓	✓
18.	Flexible working approach in terms of duties and working hours/patterns	E	✓	✓
19.	Attend training courses, as and when required	E	✓	✓
20.	Display the school values and behaviours at all times and actively promote them in others.	E	✓	✓
21.	Personal resilience, persistence and perseverance.	E	✓	✓