

Catering Assistant

Post title	Catering Assistant (Term Time only – 20 hours)
School:	Krishna Avanti Primary School (Leicester)
Salary and grade:	Dependant on Experience
Responsible to:	Catering Manager

Main purpose of the job:

Assist with the preparation, production and distribution of meals, to ensure that the service and standards provided meet the requirements, objectives and policies of the School.

Under the direction of the Catering Manager, to be responsible for the day to day activities involved in the successful catering provision at the School.

Duties and responsibilities

- To participate in the production and delivery of food items in line with the day's menu or with batch baking where appropriate and timely delivery.
- To participate in the care and the cleaning of the kitchen areas, dining room and equipment as required.
- To assist in taking, checking and sorting deliveries as requested by catering manager.
- To assist with the maintenance of quality standards within the catering department.
- To adhere to the all the kitchen rules and critical control points.
- To maintain all machinery and equipment to a high degree of cleanliness.
- To prepare the dining facilities – this includes, where appropriate the placing and removal of the tables and chairs and also with the cleaning of the area after service as required.
- To participate in the completion of all necessary records as required.
- To cooperate with the Catering Manager with regard to compliance with all food safety legislation relating to the catering industry, with all Health & safety legislation and with the standards in the kitchen and to maintain high standards of food hygiene in accordance with domestic and catering standards and adhere to the requirements of Level 2 award in Food safety and Hygiene at all times
- To wear appropriate clothing as required by the School for working within a catering premises.
- To Support the worship and maintenance of the School Shrine.
- In addition, flexibility and any other reasonable duties as requested by the Catering Manager (including any meetings or training required).

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Special Factors

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Avanti Schools Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

	Essential	Desirable	How assessed
Qualifications			
Reasonable general education.	✓		App/Doc
Willingness to undertake training as required.	✓		
Basic Food Hygiene Certificate.		✓	
Experience			
Catering experience.	✓		App/Ref
Knowledge			
Knowledge of Hygiene Health & Safety.		✓	
Skills/Attributes			

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	Essential	Desirable	How assessed
Dexterity	✓		
Ability to work on own initiative.	✓		
Ability to work as a member of a team	✓		
Must be capable of remaining calm under pressure.	✓		
Sensitivity to the needs of colleagues and customers.	✓		
Demonstrate an understanding of the provision of a catering service to a diverse school population.		✓	
Must be able to communicate with staff, pupils, other customers and colleagues.	✓		
<u>General Circumstances</u>			
Flexibility – available for duties out of normal working hours.		✓	
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)