



JOB DESCRIPTION

Job Title:	Catering Assistant
Salary:	TPAT Point 2/3
Responsible to:	Headteacher / Catering Manager
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Monitoring Committee, Senior Leadership Team, School Staff, Students, Parents & Carers, Suppliers of Goods and Services

Main Purpose of the Job:

A general Catering Assistant works as part of the kitchen team to help ensure the effective and efficient preparation of lunch in a school dining area. Duties may be varied and include setting up the dining area, basic food preparation and cooking, regeneration of cook-chill items, service of ready-to-eat meal deliveries, cash handling, customer service, cleaning and maintaining equipment and service items. Clean as you go and scheduled cleaning are vital to a safe operation and a general Catering Assistant needs to make good use of available resources and reduce waste wherever possible. Correct completion of kitchen documentation is important to ensure legal requirements are satisfied. As part of the catering team, assistants must work to the standards contained in the school's food policy to meet healthy eating and wellbeing requirements and provide students with a varied and tasty selection of food.

Act as the relief cook when required.

Main Duties and Responsibilities:

- Assist with the smooth running of the school kitchen and assist at catering functions.
- Assist in the preparation, cooking and serving of food and beverages as directed by the Catering Manager/Cook-in-Charge.
- Assist in devising menus to ensure a variety of healthy and nutritious meals are offered in the school, which caters for different dietary requirements as appropriate.
- Maintain daily standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations.
- Prepare the dining area including; moving and setting up tables and chairs, setting trolleys, cleaning up after service and putting all equipment, tables and chairs away.
- Prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment.
- Load dishwashers and to wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area.
- Inform the Catering Manager of any defects in equipment, suspect food or other concerns relating to Food Safety.

General Responsibilities applicable to all staff

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; prioritising students' needs.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

PERSON SPECIFICATION – Catering Assistant

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	Attainment of GCSE qualifications or equivalent vocational qualifications in catering or a related field	NVQ level 2 in catering or related field Training in food hygiene & kitchen safety Manual handling certificate Safeguarding training	Application Certificates
Skills and Experience	Experience of working in catering	Experience of catering work in a school or similar environment	Application Interview Assessment
Specialist Knowledge and Skills	Knowledge of healthy food menus Knowledge of food hygiene Knowledge of allergens & dietary requirements Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities		Application Interview Assessment
Behaviours and Values	Ability to relate well to children and adults Friendly, approachable and a good team player Reliable, enthusiastic and punctual with a positive attitude Adaptable to Change Willingness to learn and follow instructions		Application Interview Assessment

PROFESSIONAL STANDARDS for Catering Assistants

Element of the Standard	Knowledge (know it!)	Skills (show it!)	Behaviours (live it!)
Food preparation and cooking	<p>Know the basic food groups used in school catering environments and their common preparation methods:</p> <ul style="list-style-type: none"> • Starchy foods (bread, rice, potatoes, pasta) • Milk and dairy • Fruits and vegetables • Protein (Meat, fish, eggs and beans) • Fat and sugar <p>Know how to store, prepare, regenerate, cook and serve ingredients to meet food safety and quality requirements in own organisation</p> <p>Understand how to store and use ingredients and resources effectively and efficiently, and the importance of and procedure for minimising and recording waste</p>	<p>Perform basic food preparation tasks as directed, following kitchen procedures and maintaining food safety and quality</p> <p>Store, prepare, regenerate, cook and serve ingredients correctly to produce good quality, safe food within the school's procedures and operational style</p> <p>Follow procedures regarding usage and waste of resources</p>	<p>Create food which tastes good and keeps the nutritional goodness by best use of tools and equipment</p> <p>Work safely, effectively and efficiently</p> <p>Set an example to others by working in ways which minimise waste</p>
Dining area	<p>Know how to set up the dining area(s), including tables, chairs and service equipment safely and efficiently</p> <p>Know how to clear and close down the dining area and store of equipment such as tables, chairs and serving equipment</p>	<p>Work with the lunchtime supervisors to set up the dining area in line with requirements</p> <p>Clear and close down the dining area and store equipment in line with school requirements</p>	<p>Work with the lunchtime supervisors to ensure the most appropriate and efficient set up and clearing of the dining area</p>
Service	<p>Know when food should be ready and how it should be served</p> <p>Know the common requirements and requests in a school catering operation</p>	<p>Ensure food is ready at the right time and available for service</p> <p>Serve food and drink, listening carefully to pupils and responding to their needs</p>	<p>Take pride when presenting food for service and consider how it looks through the eyes of a child to ensure it is attractive and appealing</p> <p>Make pupils and staff feel welcome, developing a rapport during food and drink service</p>
Nutrition, allergens & dietary needs	<p>Know what makes up a healthy balanced meal in line with the food based standards and guidance, and how to ensure these are met and why this is important to pupils</p> <p>Know common food allergens and the school's procedures for identification, preparation and service of them, and the key legislation governing allergens</p> <p>Know common dietary requirements and how food is prepared to meet these</p>	<p>Follow instruction when preparing, cooking, regenerating and serving food to keep the nutritional goodness (eg by not adding salt, using healthier cooking methods)</p> <p>Identify allergens in preparation and cooking of food, ensure it is prepared, cooked and stored in line with legal and organisational procedures</p> <p>Ensure dietary requirements are met when preparing, cooking, regenerating and serving food</p>	<p>Look for ways to make food appetising and appealing, encourage pupils to experiment with familiar and new foods</p> <p>Take responsibility for allergens and dietary requirements in the school catering operation</p>
Health, safety & hygiene	<p>Know the food safety practices and procedures to ensure the safe preparation, cooking, holding and service of food in line with legal requirements</p> <p>Know what to look for in ingredients and how to handle and store them to maintain quality, in line with food safety legislation</p>	<p>Prepare, cook and present food to agreed food safety practices and guidelines, ensuring a clean and hygienic kitchen environment is maintained at all times and food safety procedures are followed and recorded</p> <p>Ensure ingredients are stored, prepared, cooked and presented to</p>	<p>Put safety at the forefront of all work tasks, embrace a clean-as-you-go approach, be proactive when identifying potential hazards, maintaining records and reporting in a timely manner</p>

	<p>Know how to complete scheduled cleaning and kitchen checks, correct methods for cleaning and equipment breakdown and storage, complete kitchen records eg cleaning schedule, temperature checks, report defects and signs of pest infestation and take corrective actions as instructed</p> <p>Know how to identify hazards in work area, how they are reported and commonly rectified and where to go if further information or assistance is required</p>	<p>deliver a quality product that is safe for the consumer</p> <p>Check work areas in line with organisational procedures, work safely and ensure all records, eg cleaning schedules, temperature checks, are completed accurately</p> <p>Regularly check work area to make sure it is safe, report hazards, rectify hazards where possible and follow safe systems of working</p>	
Teamwork & culture	<p>Understand own role within the team and why training and development is important to work at to the highest standards</p> <p>Know how to communicate with colleagues and team members from a diverse range of backgrounds and cultures, how to support team members when needed and how the team ensures the catering needs of the school are met</p> <p>Know how the catering operation supports the whole school operation, know key school staff and other stakeholders</p>	<p>Communicate with different people using a variety of methods in the best way for the situation, and take part in training and development activities to develop own skills</p> <p>Work effectively with team members and support them to ensure that food is prepared efficiently, to the required standard within designated timescales to quality standards</p> <p>Work with own team and school staff to provide a whole school approach to food as a vital element of school life, celebrating success and addressing challenges and delivering an excellent catering service</p>	<p>Take pride in own role through an enthusiastic and professional approach to tasks, welcome feedback and use it to plan ways of improving</p> <p>Respond positively to instruction and work to assist team members to complete tasks on time, listen and respect other peoples' point of view, respond politely and promote a fair, non-discriminatory and equal working environment</p> <p>Live the values of the school food plan to embrace a whole school approach to food</p>
Safeguarding & confidentiality	<p>Know the types of sensitive data that may be required in the catering operation for pupils in the dining area and how this must be used and stored in adherence to data protection</p> <p>Know what to look for to identify potential safeguarding situations</p> <p>Know the school's safeguarding policy and procedures</p>	<p>Receive, store and use confidential data relating to pupils within own area of responsibility</p> <p>Look out for potential safeguarding issues and report immediately in line with school policies and procedures</p>	<p>Take a proactive approach to safeguarding, ensuring effective on going communication with relevant parties to ensure the safety and welfare of pupils</p>