



## DRAFT JOB DESCRIPTION

JOB TITLE:	Catering Assistant
GRADE:	Grade A
WORKING WEEKS/ HOURS:	39 weeks; 22.5 hours per week
TIMES WORKED:	9.30am to 2.30pm Monday to Friday
BASE:	School Kitchen

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** to be appointed

**Reports to:** Catering Manager

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### GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional development.

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### JOB PURPOSE

The holder of this post will work under the day to day direction of the Catering Manager. Qualities of flexibility and a willingness to provide quick and efficient service are required. In accordance with the practices and procedures of the School, the Catering Assistant will prepare, cook and serve nutritional, balanced meals at the correct time. To prepare and dismantle eating areas and carry out cleaning duties maintaining high quality standards of health, hygiene and safety. To be part of a committed school team which works flexibly with and for the benefit of the school's children.

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### RESPONSIBILITIES/ACCOUNTABILITIES:

- Help prepare, as directed by the Catering Manager, the required number of food products, following specified menus/special dietary requirements.
- Within strict time limitation, set up required number of tables, chairs, bins and water jugs for service periods within the designated eating areas. At end of service disassemble tables and chairs, clear and sweep eating /outside areas ready for immediate school use.
- Serve food following specified portion control guidelines and special dietary requirements. Positively encourage customers to try a variety of food and seek feedback from pupils and teachers on products and service. Operate tills and Cashless card system, following strict guidelines..
- Wash up all eating utensils and equipment, sterilising where required, following set guidelines.

- Complete cleaning duties, following daily and weekly rotas, to ensure health and safety and hygiene standards are maintained.
- Put away daily/weekly/fortnightly deliveries ensuring correct stock rotation and quality control guidelines. Receive deliveries, when directed by Catering Manager, carrying out quantity, temperature and quality checks.
- Ensure health and safety and hygiene procedures e.g.: temperature probing and recording.
- To undertake such duties as may be reasonably expected to be within the purview of the post.

## NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant declared they have had already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
  - (a) unpaid leave, or
  - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
  - (a) Overtime has been worked by agreement with the Headteacher.
  - (b) To attend a special event e.g. graduation.

## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Catering Manager.

Date Prepared:	2 <sup>nd</sup> September 2021
Prepared By:	H Manton – Central Services Manager
Date Reviewed:	
Reviewed By:	