

# Job Description & Person Specification



<b>Job Title</b>	Catering Assistant
<b>Division/Location</b>	Education Catering
<b>Reporting to</b>	Cook Manager
<b>Weekly Hours</b>	5
<b>Grade/Salary</b>	£7.83 ph £8.21

## Job Description

### The Role:

To provide an efficient catering service within a school environment ensuring that the highest standard of customer service is delivered.

### Main Responsibilities

- Preparation of fruit, vegetables and salads.
- Carry out simple cooking tasks under the direction of the Cook Manager.
- Use and care of equipment, including daily and weekly cleaning.
- Handling of cash during break and lunch services if applicable.
- Cleaning of kitchen premises.
- Preparation and cleaning of the Dining Rroom wherever necessary.
- Assist with the service of meals and refreshments.
- Assist with the packing and temperature checking of transported meals – if applicable.
- General washing up duties either by hand or machine.
- Comply with Food Hygiene, Health and Safety and QA procedures.
- Undertake any other duties as may be delegated.

### Other Duties

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

### Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

**Quality** – We will focus on the delivery of high standards in all that we do.

<b>Approval/Review Date</b>			
Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

- Innovation** – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.
- Respect** – We will aim to listen and fully understand what is required of us by the people, organisations and communities with which we work.
- Trust** – We will be transparent, accountable and take ownership of our responsibilities.

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
<b>Qualifications/ Knowledge/ Training</b>	Knowledge of Health and Safety Regulations.	Essential	AF/I
<b>Experience</b>	Previous experience within a similar role .	Desirable	AF/I
<b>Skills/Abilities</b>	Excellent customer service skills.	Essential	AF/I
	Ability to work on own initiative and part of a wider team.	Essential	AF/I
<b>Other Requirements</b>			

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health &amp; Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

Agreement			
Employee Name:		Date:	
Employee Signature:			

Approval/Review Date			
Approved by Operations Director:		Date	
Approved by HR Director:		Date	