

# Job Description & Person Specification



<b>Job Title</b>	Catering Assistant
<b>Division/Location</b>	Devon Norse, Education Catering – Site Specified in Advert
<b>Reporting to</b>	Kitchen Manager
<b>Weekly Hours</b>	TBC by Location & Site
<b>Grade/Salary</b>	TBC by Location & Site

## Job Description

### The Role:

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 Room wherever necessary including putting up and taking down dining room tables and benches/ chairs
- 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.
- Be allergy aware
- Complete daily food safety checks.
- Comply with Food Hygiene, Health and Safety and QA procedures
- Attend training as required and complete on line courses.
- Demonstrate personal commitment to the Norse Way CSR strategy

### 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 strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

**Innovation** – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

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

**Respect** – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

**Trust** – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

<b>Person Specification</b>			
<b>Category</b>	<b>Requirement</b>	<b>Essential or Desirable</b>	<b>Assessment Method</b> Application Form (AF) Interview (I) Test(T)
<b>Qualifications/ Knowledge/ Training</b>	Knowledge of Health and Safety Regulations within a kitchen environment	Essential	AF/I
	Knowledge of Manual Handling guidelines, ideally with formal training	Essential	AF/I
<b>Experience</b>	Previous experience within a similar catering or kitchen role	Desirable	AF/I
<b>Skills/Abilities</b>	Excellent customer service skills	Essential	I
	Ability to work on own initiative as an individual and as part of a wider team	Essential	I
	Capable of working to deadlines in a busy environment	Essential	I
<b>Other Requirements</b>	Currently holds an Enhanced DBS, or able to attain one at short notice	Essential	AF/I

<b>General</b>
<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>

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

Agreement			
Employee Name:		Date:	
Employee Signature:			

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