

## Job Description

Role title:	<b>Catering and Mealtime Assistant</b>
Accountable to:	Catering Manager
Hours	Wednesday 10.30 to 15.30 [Term-time only] <i>[To be confirmed]</i>
Remuneration:	Salary: £516 for a part time post from 01/09/19 to 31/12/19 <i>[subject to confirmation and transfer to Avanti Schools Trust]</i>
Position:	Fixed Term until 31/12/19 <i>[subject to transfer to Avanti Schools Trust]</i>
Role purpose:	The primary focus of this post will be to help the Catering Manager delivery a high-quality catering provision for the school's pupils and staff.
Role relationships:	<ul style="list-style-type: none"> <li>• Catering manager (line manager)</li> <li>• Cook</li> <li>• Mealtime assistants and support staff</li> <li>• Pupils from Reception to year 11</li> </ul>

## Accountability

The **Catering and Mealtime Assistant** is accountable for:

- Assisting in the preparation of food for school meals and internal school events.
- Assisting as required with the setting out, taking down and clearing away of the dining hall before and after the children's meals.

## Key Tasks

AREAS OF ACCOUNTABILITY	KEY TASKS
Food preparation and kitchen support	<ul style="list-style-type: none"> <li>• General food preparation including washing and chopping ingredients, managing storage and disposal of waste.</li> <li>• Preparing simple dishes, such as salads and soups.</li> <li>• Checking in and packing away deliveries (some lifting required).</li> <li>• Clearing down preparation and serving areas at the end of the day.</li> <li>• Assisting with the daily cleaning of cooking and eating utensils.</li> <li>• Periodic deep cleaning of kitchen and serving area.</li> </ul>
Mealtime assistance	<ul style="list-style-type: none"> <li>• Setting up tables and eating areas</li> <li>• Serving meals to pupils and staff in a professional and friendly manner</li> <li>• Clearing tables and eating areas after each sitting.</li> </ul>
Standards and quality assurance	<ul style="list-style-type: none"> <li>• To work within the catering team to help the smooth day-to-day running of the school meals service.</li> <li>• Excellent interpersonal skills.</li> <li>• High standard of cleanliness and hygiene.</li> <li>• Set a good example in terms of dress, punctuality and attendance.</li> <li>• Attend team and staff meetings.</li> <li>• Support the aims and ethos of the school.</li> <li>• To maintain confidentiality at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>To be aware of the school's policies and procedures and to fully compliant in their implementation.</li> </ul>
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The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible and undergo reasonable and directed professional development. This may require out of 'normal hours' and personal study which may be unpaid.

## Person Specification - edit as necessary

Essential	Desirable
<i>Qualifications, training and experience</i>	
<ul style="list-style-type: none"> <li>Physically able to lift, operate and clean kitchen equipment.</li> <li>An ability to follow health and hygiene codes and carry out cleaning schedules, including deep cleans and everyday cleanliness.</li> <li>Ability to follow basic written and verbal instructions effectively</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Level 2 in Food Safety, formerly known as the basic food and hygiene certificate</li> <li>Experience of working in a school kitchen / servery.</li> <li>An interest in organic food production.</li> <li>Awareness of basic Health and Safety procedures and processes</li> </ul>
<i>Knowledge and understanding</i>	
<ul style="list-style-type: none"> <li>Some knowledge of vegetarian and other dietary/allergy requirements.</li> <li>Some knowledge of nutritional requirements and basic food standards.</li> <li>A kind and caring attitude towards working with children, particularly regarding encouraging them to try new foods.</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of industry standards around procedures in food preparation.</li> <li>Awareness of the national School Nutritional Standards.</li> </ul>
<i>Professional qualities</i>	
<ul style="list-style-type: none"> <li>Ability to adapt and take on different tasks as and when required.</li> <li>Good communication skills.</li> <li>Ability to work well in a small team and on their own initiative.</li> <li>A flexible approach to working in a pioneering school environment.</li> <li>Willingness to learn and develop professional skills and standards</li> </ul>	

## Employee



Name

Signed

Date

**Manager**

Name

Signed

Date