



# Calday Grange Grammar School

## Job Description

<b>Catering Assistant</b>	
Scale	Band B
Accountable to:	Catering Manager and Catering Supervisor
Responsible for:	-

<b>Job Purpose:</b>
Under the supervision of the Catering Supervisor, the post holder will assist with the preparation and service of food and the cleaning of premises and equipment.
<b>Principal Duties and Responsibilities</b>
<p><b>Support for the school</b></p> <ul style="list-style-type: none"> <li>▪ Prepare and cook food including any special dietary needs</li> <li>▪ Assist, where appropriate, in the preparation of menus and food through liaison with the Catering Manager and Catering Supervisor</li> <li>▪ Provide refreshments as ordered by senior staff, eg meetings, visitors</li> <li>▪ Ensure that no food is removed from the premises</li> <li>▪ Ensure till related duties are carried out in accordance with the school's financial procedures</li> <li>▪ Ensure the cleanliness of the kitchen, its equipment and surround</li> <li>▪ Ensure the security of the kitchen, associated stores and surround</li> <li>▪ To be aware of the need for good Food Hygiene and Health and Safety practices and ensure high standards of personal hygiene and kitchen hygiene</li> <li>▪ To be aware of the need for Allergen safety practices and ensure there is no cross contamination of food</li> <li>▪ Ensure that the Health and Safety at Work Act is observed within the kitchen and dining areas and report any accidents in the kitchen</li> <li>▪ Report faults in equipment.</li> <li>▪ Be prepared to give practical help in any part of the kitchen should the need arise</li> <li>▪ Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems</li> <li>▪ Participate in the school's performance management arrangements</li> <li>▪ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>▪ Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background</li> <li>▪ Work as part of a team appreciating and supporting the role of other people in the team</li> <li>▪ Contribute to the ethos, aims and team development</li> <li>▪ Attend and participate in meetings as required</li> <li>▪ Undertake personal development through training and other learning activities as required</li> <li>▪ Recognise own strengths and areas of expertise and use these to advise and support others</li> </ul> <p><b>Support for Students</b></p> <ul style="list-style-type: none"> <li>▪ Ensure all food is prepared in a way that supports the school's healthy eating policies</li> <li>▪ Provide assistance with the supervision of students in the dining room when necessary</li> </ul>

## Personal Attributes

### Communication & Influence

Conveys basic messages using a variety of media. Appears confident when communicating with others. Writes in a clear, factual and logical way. Avoids jargon, keeping to everyday language. Is able to provide constructive feedback on day-to-day issues in an appropriate manner.

### Team working

Shows an interest in others, taking time and effort to get to know people and a willingness to help others. Does not work in isolation, sharing information and keeping others up to date. Takes time out to listen, explain and provide constructive feedback.

### Organisational Awareness

Understands how own job contributes to the school's activities. Stays up to date with developments in school and discusses with colleagues their activities to gain a broad understanding.

### Adaptability

Understands the need for, and the effects of, change and is able to adjust style and way of working taking others into account. Learns from experience.

### Use of technology

Has knowledge of, and is able to use, the range of technology within own workplace (e.g. PCs including standard software, printers, photocopiers etc.) Has a willingness to remain proficient as the technological needs of the school change.

### Professional values and Practice

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.

Ability to improve your own practice through observations, evaluation and discussion with colleagues.

### Experience & Knowledge

Demonstrate experience of catering and food preparation and cooking methods.

Demonstrates an understanding of inclusion.

Ability to relate well to students and adults.

Willingness to gain awareness of health and hygiene procedures.

### Qualification & Training

Post holder must possess (or work towards gaining) an up-to-date Food Hygiene Certificate and Allergen Awareness training (training will be provided)

Level 1 qualification or equivalent in Maths/numeracy and English/literacy

Relevant Level 1 qualification or equivalent experience

Willingness to undertake appropriate first-aid training

## Disclosure

The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding.

The post holder is subject to Enhanced Disclosure from the Disclosure Barring Service and any other statutorily required clearance.

## Other

- This appointment is with the Governors of the school under the terms of a contract signed with the governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
- All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.