

## Job Description – Catering Assistant

**Job Title: Catering Assistant**

**Location: King Edwin, Norton**

**Line Managed/Jointly Supervised by: Operations Manager/Nutritionist**

**Salary Scale: £8.21 per hour**

**Hours of Work: 10 hours per week**

**(12:30 – 14:30 Monday – Friday Term Time Only)**

**Job Purpose:**

To assist the Nutritionist in maintaining a clean and hygienic kitchen environment, you also will assist in the occasional preparation of meals and general kitchen duties.

**Key Duties and Responsibilities:**

* Assist in the preparation, cooking and serving of meals.
* Attend mandatory training days/courses, on or off site, as and when required.
* Wash up after meals. Ensure all crockery and equipment is cleaned and stored appropriately, and that the overall cleaning of the kitchen area (and, where appropriate, the dining areas) is carried out effectively.
* Report to the Nutritionist or Operations Manager, any faulty appliances, damaged equipment or any potential hazard.
* Promote safe working practice in the School.
* Adhere to all Company policies and procedures within the defined timescales.
* Ensure all equipment is clean and well maintained.

**Professional Responsibilities:**

* Have a broad understanding of the ethos, values and policies of Spark of Genius and to place these at the centre of your practice
* To have full awareness of the importance of the role of catering assistant in Spark of Genius

**Principles and Perspectives:**

* To adhere to sound professional values and practices at all times
* To maintain an ethos of quality provision and continual improvement

**Professional Skills and Abilities:**

* Communicate clearly, have good interpersonal skills
* Display ability and willingness to contribute to the life of the school and its community
* Work in a professional, co-operative manner with all associated with Spark of Genius
* Maintain excellent attendance standards keeping absence from work at a minimum

**Professional Value and Personal Commitment:**

* Able to show in the day-to-day practice a commitment to the protection, welfare and social development of all Spark of Genius pupils
* Able to demonstrate a flexible approach to work practice
* Value, respect and act as an active partner within Spark of Genius and our wider community
* Ability to use initiative and work independently as required

**Other Requirements:**

* You must co-operate with the company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions
* The post holder may be reasonably expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The above job description forms part of your main terms and conditions of employment. The Company reserves the right to vary duties and responsibilities at any time within legal notification frameworks, however, not outside what is considered reasonable to the original post.

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| **Person Specification – Catering Assistant** |

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment** |
| **Education and Qualifications** | Good general education |  | Application Form, Certificate Check & Interview. |
| **Experience** | Experience of food service and cooking. |  | Application Form & Reference Check. |
| **Skills** | To use own initiative.  Work as part of a team.  Flexible approach to work.  Good with people.  Organised.  Good communication and interpersonal skills.  Willing to learn. |  | Application Form, References & Interview. |
| **Knowledge** | Food hygiene principles. |  | Application Form & Interview. |
| **Ability** | To ask for guidance and support, and to remain open honest and accountable.  The ability to take ownership of tasks and work flexibly within a busy environment. | The ability to deal with difficult situations and make appropriate decisions in line with the policies and procedures of the school. | Application Form & Interview. |