

## Job Description

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|--------------------------|---|
| 1. JOB TITLE             | Catering Assistant<br>20 hours per week, Term Time only   |
| 2. GRADE                 | Scale 1/A2  |
| 3. SUPERVISED BY         | Office Manager  |
| 4. SUPERVISION EXERCISED | Directly: Nil<br><br>Indirectly: Nil  |
| 5. CONTACTS              | Internal: Staff and students<br><br>External: External agencies, students, parents, schools and colleges. |

### Key objective of the role:

*To provide and participate in the effective catering service of the school/schools. The post holder will be responsible for ensuring the service at The Skills Hub runs effectively. This may also include cover at another school under The OHCAT Academy when required.*

### MAIN DUTIES AND RESPONSIBILITIES

The job description is subject to periodic review.

1. Adhere to all Health & Safety and Food Hygiene requirements within the school kitchen and dining areas.
2. Responsible for the handling and serving of hot and cold food for pupils and staff during lunchtime.
3. Ensure that adequate provision is made for students with allergies or unable to eat school meals. This could include making packed lunches.
4. Ensure stock level is maintained and order by following usual school procedure.

### Specific Responsibilities:

#### Health and Safety

1. Ensure COSHH records are kept for any cleaning products that are used in the kitchen and dining areas.
2. Ensure you have adequate certified training in food handling and hygiene and are displayed.

3. Ensure that when the food has arrived it is safely stored and kept at the correct temperature ready for service.
4. Ensure that your kitchen areas and equipment are kept tidy and clean using the cleaning rota provided.
5. Ensuring all plates, cutlery is cleaned and steamed ready for the next service.
6. Ensure that you are supplied with the correct PPE and uniform.
7. Maintain the kitchen equipment reporting any issues to the Caretaker or Facilities Manager.

### **Food Production**

1. Serve the hot and cold food to staff and students between the hours of 1.15pm until 1.40pm.
2. Ensure that portion control is maintained at all times.
3. Ensure packed lunch orders are completed on time.

### **General:**

1. Be flexible and prepared to take on any new initiatives from the school.
2. Be informed of changes to school meal policy by the government etc. and support the changes.
3. Be available for school open evenings, target setting days and events where you will be required to provide refreshments.
4. To be available for students to work alongside the kitchen assistant and develop training skills.

## **EXPECTATIONS FOR ALL STAFF**

All members of staff at the schools are expected to be:

### ➤ **Responsive & Adaptive**

Responsive to change, creating new opportunities for meeting new challenges

### ➤ **Creative, imaginative and entrepreneurial**

Innovators and commercially aware

### ➤ **Collaborative**

Promote 'team-ship' through collaboration and taking pride in their work and the institution

### ➤ **Passionate professionals**

Role models committed to continually improving themselves and ultimately the experience and success of our students

### ➤ **Accountable**

Understand the impact of (and take responsibility for) their actions upon OHC&AT stakeholders

**This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Data and Barring Service (DBS) as part Orchard Hill College & Academy Trust's pre-employment checks**

# Person Specification and Selection Process

## Catering Assistant

This person specification will be used for recruitment to the Learning Support Assistant role. It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

QUALIFICATIONS (list)	ESSENTIAL	DESIRABLE	TESTING METHOD
Minimum Level 1 qualification from the National Qualification Framework	✓		Checked certificates
Level 2 Food Hygiene or Equivalent			
STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING METHOD
Commitment to the safeguarding of all learners	✓		Application/Interview
EXPERIENCE	ESSENTIAL	DESIRABLE	TESTING METHOD
Relevant experience of working in a catering environment	✓		Application/Interview
Interest in working with vulnerable students.	✓		Application/Interview
Awareness and compliance with Health and Safety & Food Hygiene Legislation	✓		Application/Interview
Experience of working with students with behaviour issues.	✓		Application/Interview
KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE	TESTING METHOD
Good organisational skills to prioritise effectively	✓		Application/Interview
Basic IT skills required	✓		Application/Interview
Ability to deal with challenging behaviour.	✓		Application/Interview
COMPETENCES	ESSENTIAL	DESIRABLE	TESTING METHOD
<b>"Can do" positive attitude</b> Remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained	✓		Application/Interview
<b>Takes responsibility and delivers results</b> Maintains focus when dealing with a variety of tasks or priorities, seeking early guidance and support when necessary, and responding to that	✓		Application/Interview

guidance to ensure that daily tasks are completed			
<b>Team working</b> Excellent team-working skills with a record of working co-operatively to achieve individual and team goals	✓		Application/Interview
<b>Communication</b> Able to answer standard queries from the public clearly and accurately, and draft clear and concise letters and or emails.	✓		Application/Interview
<b>Customer Care</b> Identifies customer needs, providing solutions to these needs that take into account the diversity of customers.	✓		Application/Interview
<b>Good administrative and organisational skills</b> Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Internet and email) and in using student record information systems	✓		Application/Interview
<b>Takes ownership of personal development</b> Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences	✓		Application/Interview

As part of Orchard Hill College & Academy Trust's pre appointment checks, current and past employers will be contacted for short listed candidates

Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.