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| Trinity Academy LeedsJob Description | | C:\Users\Gemma.Mitchell\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\73B0F495.tmp |
| Job Title: | Catering Assistant |  |
| Job Scale: | Scale 1b (Points 1 – 2) |  |

**BASIC JOB PURPOSE**

* To work as part of the Catering team to deliver a high-quality catering service for students, staff and visitors to the Academy.
* To oversee the lunchtime provision.
* To undertake, and carry out, work to a high and safe standard to ensure the smooth and safe running of the lunchtime provision.

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| **Reporting to:** | Catering Manager |
| **Responsible for:** | n/a |

**MAIN RESPONSIBILITIES**

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| **1** | Work as part of the catering team to take supervision in the form of receiving instructions, training, guiding, leading and assessment to ensure that quality food provision is delivered daily. |
| **2** | Serve meals, in accordance with portion controls. |
| **3** | Set up and clear restaurant dining and service area, including washing up, packing and uploading containers as required. |
| **4** | Assist in the supervision of students. |
| **5** | Clean the kitchen and dining premises, furniture and equipment (including the moving of supplies and equipment) as required to ensure standards of hygiene are maintained, e.g. boilers, deep fat fryers, walls and floors etc. |
| **6** | To use all the equipment and machinery safety and efficiently after instruction. |
| **7** | To report to the Catering Supervisor/Manager, any problems that may arise from customer dissatisfaction. |
| **8** | Assist with simple cooking and reconstitution of food activities. |
| **9** | To be available, if required, for emergency feeding and special, or evening functions. |
| Other Specific Duties: | |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school. * To uphold and promote the academy’s vision. * Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people. * To continue personal professional development as required * Attend staff and other meetings and participate in staff training and development events as required * To actively engage in the performance review process * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary * To work in the best interests of the academy, students, parents and staff * To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role * To work at locations across the academy Trust, as required.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. | |
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| **PERSON SPECIFICATION** | | |
| **Job Title: Catering Assistant** | | |
| **Qualifications & Experience** | * basic numeracy and literacy skills * catering or kitchen assistance experience * experience in a catering or kitchen role (paid or unpaid) | * catering qualifications (Level 2 award in food safety/catering – or equivalent) |
| **Knowledge & Understanding** | * knowledge of food preparation and food handling systems * knowledge of basic cooking skills | * understanding of Safeguarding and Child Protection issues. |
| **Skills & Abilities** | * work as an effective team member and apply given instructions * able to apply written and verbal instructions to equipment * practical skills, such as cooking, food preparation * able to complete log books, records, such as H&S checks * able to organise, plan and complete tasks * high personal standards and able to provide a role model for students and staff * seek support and advice when necessary | * willingness to develop own understanding through advice and training * think clearly in emergency situations |
| **Personal Qualities** | * enjoyment in working with young people and families * an excellent record of attendance and punctuality * prioritise and manage own time effectively | * reliability, integrity and stamina * respect confidentiality |