JOB DESCRIPTION

Portfolio: Children’s Services.

Post: Catering Assistant

Location: The Dormston School.

Grade: 2

Responsible To: Chef Manager.

Purpose of the Job:

Assisting with the preparation and service of food and the cleaning of premises and equipment. Ideally the right candidate would have previous experience of working in a school kitchen.

Main Duties and Responsibilities:

* Preparing and cooking of vegetables and preparation of salads.
* Supporting the planning and preparing of menu plans.
* Assisting Chef Manager and Lead Assistant with preparation of main courses, sweets and sauces.
* Serving food in an efficient, friendly manner.
* Washing up kitchen equipment and tableware.
* Setting out and putting away dining furniture.
* Cleaning dining area and kitchen premises.
* Cleaning kitchen equipment.
* Cleaning outside kitchen area, including drains and dustbin area.

**Hygiene and Safety**

* To be aware of the need for good hygiene practices and ensure high standards of:

a) Personal hygiene

b) Kitchen hygiene in the preparation and service of food.

c) Cleanliness of equipment and premises.

* To be familiar with and carry out the Safety Policy of the school as set out in the Health and Safety Policy and Food Policy.
* Responsibility for adhering to legislative requirements and school policies and procedures including, but not exclusively health & Safety, Data Protection and Internet/Email use.
* To actively promote Dudley’s commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.

**Other Duties**

* Any other relevant duties as required for the efficient running of the unit or for the requirements of special catering.
* To be accountable for and promote equality, diversity and community cohesion to meet Council, Directorate and Service objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
* To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
* In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder’s level, wherever they may be, to achieve the objectives of the Directorate.
* To represent the school and Directorate in a professional manner meeting the Corporate and Directorate aims. To comply with Directorate and Corporate policies.
* Employees must comply with health and safety legislation and will be required to comply with the Council’s Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
* Production of high quality hospitality as and when required.
* Building relationships with suppliers.
* Friendly and polite customer service.
* To be friendly, helpful and welcoming to parents and others visiting or making contact with the school.
* In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder’s level, wherever they may be, to achieve the objectives of the Directorate.

**Hours of Work**

* Hours and times of work may be varied at any time in accordance with meal numbers to meet the needs of the unit.
* On occasions, you may be required to work overtime.

PERSON SPECIFICATION

Portfolio: Children’s Services.

Post: Catering Assistant.

Location: The Dormston School.

Grade: 2

Responsible To: Chef Manager.

Educational Qualifications / Training

• Must possess a valid Food Hygiene qualification, or be willing to train towards one.

• Willing to undertake the relevant training as required.

• Must participate in a Performance Review and Development.

Experience

• Experience of serving food within a large catering operation (e.g. at a school, factory or large restaurant).

• Face to Face, experience of dealing with people and giving excellent customer service.

Practical Skills, Knowledge and Abilities

• Ideally someone who has proven experience of working within a school catering team.

• Able to follow instructions, i.e. menus, recipes, guidelines, Codes of Practice. (Please refer to the Health & Safety and Hygiene Practices).

• Able to use general catering equipment, safely and correctly.

Personal Qualities

* Able to adhere to the schools catering services personal hygiene standards. (Please refer to the Health & Safety and Hygiene Practices)
* Polite, courteous and friendly towards customers and colleagues.
* Willing and capable to be flexible and adjust to various work places duties and hours.
* Willing and able to undertake further training.
* Able to work under pressure, responding to customer needs and complaints.
* Capable of moderate physical activity, i.e. lifting saucepans, standing for long periods of time.
* Capable and willing to work on own initiative.
* A knowledge of Equality & Diversity issues.
  + Ability to understand and relate well to children and adults.
  + Must be flexible if overtime is required, this is minimal.
  + A calm, caring and courteous attitude is essential.