

Melbourn Village College

Job Description

Level 1B Catering Assistant
Points 6 - 8
Reports to: Catering Manager

27 ½ hours per week
Monday - Friday 8.30am- 2.30pm (1/2 hour unpaid lunch)
Term time plus 5 training days

Line of responsibility

The Catering Assistant will be directly responsible to the Catering Manager.

Job purpose

The Catering Assistant is responsible for:

- Assisting in the provision of an efficient and effective catering service in accordance to healthy eating and DFE guidance.
- Assisting in the preparation, cooking, presentation and serving of meals and snacks.
- Ensuring that food hygiene and health and safety regulations are in place and adhered to, including the completion and recording of necessary checks.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal.

Job specification

Operational

- S/he shall check and put away deliveries as required ensuring food delivered is handled and stored correctly, including the rotation of stock.
- S/he shall carry out cleaning and maintenance tasks within catering and dining areas to ensure a clean, safe and workable environment at all times.
- S/he shall wash all kitchen utensils and equipment and put them away appropriately.
- S/he shall maintain a high standard of food and kitchen hygiene.
- S/he shall carry out and record temperature testing as required.
- S/he shall report any faults with equipment and appliances to the catering manager.
- S/he shall prepare the dining area before and after service, including the moving and/or setting up of furniture, trolleys and equipment.
- S/he shall inform the catering manager of stock levels and requirements.
- S/he shall assist in the preparation and cooking of food to the highest standard.
- S/he shall serve all food and beverages during service times, having due regard at all times to quality control and quantity.
- S/he shall provide a good standard of customer service to all users of the catering area.
- S/he shall carry out special catering function work as required.

Administrative/financial

- S/he shall complete administrative duties to the required level of accuracy.
- S/he will operate the tills for food and/or beverages purchased.

General

- S/he shall keep up-to-date as required with catering, food hygiene and health and safety regulations.
- S/he shall attend relevant meetings and training sessions.
- S/he shall carry out any other duty commensurate with the grade and within his/her competence, or any reasonable request made by the Catering Manager, Principal, or their representative.

CATERING ASSISTANT: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> Food hygiene certification or a willingness to obtain one. 		Application form Letter of application References Interviews Certificate/s (to be available at interview)
Knowledge and skills:		
<ul style="list-style-type: none"> Able to communicate effectively with people of all ages and levels. Able to assist in the preparation, cooking and serving of food and beverages. Able to wash kitchen utensils and equipment as required. Able to carry out cleaning duties as required. Able to carry out the duties of a cashier as required. Effective numeracy skills to complete finance-related tasks. Promoting the catering service and healthy eating options to its customers. 	<ul style="list-style-type: none"> Ability to identify meal options for specific individual needs. Knowledge of current legislation and requirements included in DFE guidelines for the provision of school meals. Knowledge of the importance of health and safety and food hygiene in a catering environment. Effective ICT skills. Effective administrative skills to complete appropriate tasks. 	Application form Letter of application References Interviews
Personal qualities:		
<ul style="list-style-type: none"> Able to form good relationships with students, staff and service users. Able to follow direction from line manager. Able to work flexibly to meet deadlines and respond to 		Application form Letter of application References Interviews

Essential	Desirable	Evidence
<p>unplanned situations.</p> <ul style="list-style-type: none"> • Desire to enhance and develop skills and knowledge through CPD. • A commitment to the principles of healthy eating. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		