

## JOB DESCRIPTION

**Job No.**      **ALP**      **F10**



**Job Title:**      **Catering Assistant**      **Grade 1**      SCP 1

**Responsible to:**      Catering Manager

**Job purpose:**      To contribute, individually and as part of a team, to the provision of catering service

<b>Resources:</b>	<b>Staff:</b> None	<b>Physical:</b> Shared responsibility for catering equipment
	<b>Finance:</b> None	<b>Clients:</b> Staff, pupils, visitors

### Duties & responsibilities:

1. Basic preparation and service of food and beverages
2. Operation of the cashless system till
3. Washing up, setting up and clearing away equipment and tables
4. Cleaning the kitchen, its surrounds and equipment
5. Assist with stocktaking and daily monitoring tasks as directed
6. Assist with the receipt and storage of goods
7. Assist with special events as and when required
8. Comply with Health & Safety legislation and school policies in all aspects but especially when using materials, tools and equipment
9. Attend training events when required

Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond

Undertake other duties and responsibilities as required commensurate with the grade of the post

As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the postholder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the postholder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc).

The ALP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The postholder is therefore under a duty to use the ALP's procedures to report any concerns they may have regarding the safety or well-being of any child or young person.

### Work arrangements

<b>Physical requirements:</b>	Ongoing considerable physical effort
<b>Transport requirements:</b>	None
<b>Working patterns:</b>	Monday – Friday term time
<b>Working conditions:</b>	Indoor working – commercial kitchen

The ALP will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.

This job description may, after satisfactory negotiation has taken place, be modified to reflect or anticipate changes which occur over time at a local or national level

(Postholder)

(Line Manager)

## PERSON SPECIFICATION

**Job Title:**

**Catering Assistant (Primary)**

**Assessed by:**

**Essential:**

**Desirable:**

### Knowledge & Qualifications

Basic Literacy & Numeracy skills

### Knowledge & Qualifications

First Aid certificate

### Experience

Experience of general kitchen duties

### Experience

Catering experience within a school environment

### Skills & Competencies

Follow instructions which define tasks in detail.

Exchanging straightforward information to staff and pupils.

Solve simple problems.

Manual skills associated with food preparation no particular requirements for developed skills.

Ability to solve straightforward problems using initiative to make minor decisions.

### Skills & Competencies

Basic IT skills

### Physical, mental, emotional & environmental demands

Regular need to lift and carry items of a moderate weight

Minimal emotional demands as limited contact with pupils

Short periods of enhanced mental attention whilst preparing food or using equipment

### Physical, mental, emotional & environmental demands

### Other

A commitment to providing a quality service to customers.

A willingness to undertake job related training.

### Other

Key to assessment methods; **(A)** application form, **(I)** interview, **(R)** references, **(T)** ability tests **(Q)** personality questionnaire **(G)** assessed group work, **(P)** presentation, **(O)** others