**Saint John Houghton Catholic Voluntary Academy**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Designation: | Catering Assistant |
| Responsible to: | Catering Manager |
| Weekly hours: | 11.30am to 1.45pm Monday to Friday  |
| Hours worked per week: | 11.25 hrs - Term time only |
| Working weeks per year: | 38 |
| Pay Scale: | The Living Wage |

About Our Academy

As a Catholic Voluntary Academy everything we do is based around our Mission Statement and we expect all who work with us to respect our distinctive ethos.

Details

As a Catering Assistant you will work as a member of a catering team of 9 staff to help produce and serve a high standard of meals, sandwiches and snacks daily for approximately 650 students and staff.

This role is ideal for someone who enjoys working as part of a team, has a flexible approach and enjoys working with both adults and children.

Duties and Responsibilities – Specific

* Serving of meals and cash handling duties
* General kitchen cleaning duties i.e. washing and cleaning
* Preparation of salad, vegetables and sandwiches.
* Ensure food hygiene and health and safety regulations are adhered to all times.
* Maintain a high standard of food presentation.
* Carry out any other reasonable duties within the overall function of the job.

Duties and Responsibilities - General

* To adhere to existing working practices, methods and procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
* To co-operate with the Academy in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
* To maintain confidentiality and observe data protection and associated guidelines where appropriate

Working environment

The post is based in the school kitchen.

Uniform is provided.

*Saint John Houghton Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**Person Specification**

|  |
| --- |
| **Skills** |
| **Requirements** | **Essential/Desirable** | **Measurements** |
| Ability to work in any type of catering unit. Good customer liaison skills. Good communication skills. Flexible approach. Good preparation and presentation skills. | Essential | From the application form. Probing at interview |
| Ability to carry out manual handling duties | Desirable  | From the application form. Probing at interview |

|  |
| --- |
| **Knowledge** |
| **Requirements** | **Essential/Desirable** | **Measurements** |
| Health and safety practices. Principles of food hygiene and storage/service | Essential | From the application form. Probing at interview |
| Awareness of principles of manual handling. Awareness of food safety and cleaning practices. Good all round practical catering knowledge | Essential | From the application form. Probing at interview |
| Principles of cash handling  | Essential  | From the application form. Probing at interview |

|  |
| --- |
| **Experience** |
| **Requirements** | **Essential/Desirable** | **Measurements** |
| Working within a team. Safe working practices. Working to deadlines. Follow duty rotas | Essential  | From the application form. Probing at interview |
| Worked in a production kitchen | Desirable | From the application form. Probing at interview |
| Basic food hygiene NVQ level 1 | Desirable | From the application form. Probing at interview |

November 2018