



## ST LOUIS CATHOLIC ACADEMY, NEWMARKET

### JOB DESCRIPTION

**Job Title:** Part-time Catering Assistant

**Responsible to:** School Cook / Headteacher

### MAIN DUTIES AND RESPONSIBILITIES

1. Assist in providing a quality school catering service to all our customers by providing an efficient and helpful service at all times, responding to customer comments and complaints in a positive proactive manner.
2. Assist in the basic preparation and cooking of food and beverages.
3. Preparing, setting up and clearing of dining room before and after service including where necessary the movement and storage of dining room furniture.
4. Assist in the cleaning of kitchen equipment, dining furniture, and prescribed kitchen and dining areas as scheduled in the cleaning rota to ensure set hygiene standards are achieved.
5. Setting up service counters and displays and the service of food and beverages ensuring correct portions served and food arranged attractively on the plate.
6. Washing, drying and the storage of crockery and kitchen utensils.
7. Assist in the receipt and storage of deliveries.
8. Removal of kitchen waste to prescribed refuse collection areas.
9. To report any damage or maintenance required within the kitchen to the School Cook.
10. To ensure that protective clothing is worn where necessary and that all equipment is in sound working order.
11. To ensure that hazardous/infectious solutions and materials are disposed of in accordance with safe working practices.
12. To report any incidents of unacceptable behaviour or issues of concern to the School Cook or Headteacher.
13. To communicate with all pupils, parents/carers, colleagues, visitors, contractors and other professionals in a friendly and helpful way.
14. To attend relevant meetings, all essential health and safety training courses and First Aid training as determined by the management of the school.
15. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
16. St Louis Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
17. To undertake any other such duties that are reasonably commensurate with the level of this post.

## PERSON SPECIFICATION

JOB TITLE: Part time Catering Assistant

Attributes	Essential	Preferred
<b>Education/Qualifications</b>	<p>Basic standard of literacy, numeracy, written and oral communication skills</p> <p>Must be willing to undertake and gain Basic Food Hygiene Certificate within 6 months of appointment.</p>	<p>Current Basic Food Hygiene Certificate</p> <p>NVQ Level 1 Food Preparation and Cooking</p>
<b>Experience</b>	Basic food preparation skills.	Previous experience in a similar post.
<b>Skills/Knowledge/Aptitude</b>	<p>Able to demonstrate excellent customer service skills.</p> <p>Ability to work as member of a team.</p> <p>Ability to work under pressure at times.</p>	Knowledge of Health and Safety Regulations.
<b>Motivation</b>	<p>Must be able to demonstrate an awareness of a high standard of hygiene both operational and personal.</p> <p>Willingness to work additional hours when needed.</p> <p>Willingness to be flexible.</p> <p>Willingness to undertake training if required.</p> <p>Trustworthy and reliable.</p> <p>Ability to act on own initiative.</p>	
<b>Physical</b>	<p>Must be able to demonstrate an awareness of safe working practices within the working environment.</p> <p>Ability to undertake all the physical aspects of the post.</p>	
<b>Other</b>	Willingness to wear personal protective equipment as supplied.	