**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School/College:** | **St Clements High School** |
| **Job Title:** | **Catering Assistant – Permanent** |
| **Grade:** | **Scale B, Points 7-9, (£8.55 - £8.68/ hour)**  (£16,495 - £16,755 FTE based on a 37 hour week – please note that the salary will be pro rata) |
| **Hours/weeks:** | **16.5 hours per week, 38 weeks per year (Term Time only).**  **Monday - Friday** |
| **Responsible to:** | **Catering Manager** |
| **Working With:** | **Catering Manager**  **Catering Staff**  **Students**  **Staff** |

**Purpose of the Job**

To participate in the catering provision as agreed with the Catering Manager.

**NB** This may include the handling of all foods within the catering section and the preparation of dishes/food items for service.

**Responsibilities**

* To participate in the production of food items in line with the day’s menu, or with batch baking where appropriate.
* To participate in the care and the cleaning of the kitchen areas, dining room and equipment as required.
* To serve meals, and to give attention to tables if necessary.
* To talk to the pupils, staff & visitors as appropriate – in order to guide their choice of menu items and increase awareness of foods.
* To assist with the maintenance of quality standards within the catering department.
* To adhere to the cook-safe management system, to all the house rules & critical control points.
* To wash all equipment, both kitchen and service items.
* To prepare the dining facilities – this includes, where appropriate, the placing and removal of the tables and chairs to and from the storage area and with the cleaning of the area after service.
* To participate in the completion of all necessary records as required.
* To cooperate with the Catering Manager with regard to compliance with all food safety legislation relating to the catering industry, with all Health & safety legislation and with the rules, regulations etc.
* To wear appropriate clothing as required by the Catering Manager.
* In addition, any other reasonable duties as requested by the Catering Manager.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This includes obtaining references and ensures compliance with the DBS process. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Food Hygiene Qualification |  | **🗸** | Appl |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills and Experience** | **Essential** | **Desirable** | **How assessed** |
| Previous experience of working in a school |  | **🗸** | Appl/Int/Ref |
| Previous experience in a catering environment | **🗸** |  | Appl/Int/Ref |
| The ability to work to specified procedures consistently | **🗸** |  | Appl/Int/Ref |
| The ability to understand written instructions/information | **🗸** |  | Appl/Int/Ref |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Ability to complete tasks speedily and accurately | **🗸** |  | Appl/Int/Ref |
| High standards of personal hygiene | **🗸** |  | Appl/Int/Ref |
| Ability to communicate effectively with colleagues, pupils, staff and visitors | **🗸** |  | Appl/Int/Ref |
| Ability to work either alone or as part of a team | **🗸** |  | Appl/Int/Ref |
| Ability to complete all necessary documentation, including timesheets, temperature sheets and cleaning schedules | **🗸** |  | Appl/Int/Ref |
| Flexibility to work extra school events as required | **🗸** |  | Appl/Int/Ref |

Appl = Application form Int = Interview Ref = Reference