

Job Specification

Job Title: Catering Assistant (Special School) – zero hours contract
To support the school in the absence of the Catering Manager and Catering Assistant

Grade:	Job Evaluation Code
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Reporting to: Catering Manager or HR/ Business Manager	Manager's Grade: G6-G10
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Location: High Well School

Service Area: Schools (Special)	Service Directorate: Children and Young People
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Workstyle: Workplace Based

Overall Purpose of the Post:

- Preparation, cooking and service of meals.
- To undertake the cleaning of the equipment and the kitchen.
- To demonstrate a high standard of customer care.
- To encourage pupils to eat healthily.

Requirements for the post.

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none">▪ Level 2 in Food Hygiene.▪ Allergy awareness▪ Basic Fire Awareness.	
Knowledge	<ul style="list-style-type: none">▪ Manual Handling▪ Food Presentation▪ Customer Care	
Experience		<ul style="list-style-type: none">▪ 1 year working within the catering sector
Physical Skills	<ul style="list-style-type: none">▪ Skills involving food preparation use of knives, chopping and peeling.▪ Use of specialist food preparation equipment.	
Competencies and other skills required	<ul style="list-style-type: none">▪ Customer care▪ Ability to relate to children▪ Good interpersonal and communication skills	

Key Outcomes/ Activities

Main Tasks:-

- Food preparation and cooking
- To prepare the kitchen equipment for service.
- To prepare the dining room and dining room furniture.
- To serve the meals.
- To clear and clean the dining room
- To carry out the washing up and cleaning of all light and heavy equipment.
- To clean fixtures, fittings and the kitchen floor.
- To comply with legislation relating to health and safety and hygiene.
- To report directly any problems / defects with kitchen items using the internal reporting system
- To maintain a high standard of customer care and pass customer views and concerns to line manager.

Occasional Tasks as required:

Cleaning days – general/deep cleaning of all the kitchen.

Attending training courses as necessary.

To assist with the provision of meals in case of emergency feeding.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources
Employees (Supervision): none
Financial: None
Physical: none
Customers and Clients: Pupils, school staff and visitors, parents, delivery people, council contractors, school governors, environmental health officers.

<p>Working Conditions: Kitchen environment requires standing for the majority of the working day Working in an industrial style kitchen</p>
<p>Characteristics of the post:</p> <p>Special school setting for children with severe emotional, social and behaviour issues which can result in challenging and confrontational behaviour.</p> <p>Need to maintain confidentiality as detailed in the code of conduct</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see page 1 of this job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable) <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults: Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level</p>

Date completed: March 2022
