

## Job Description – General Catering Assistant

<b>JOB DESCRIPTION:</b>	<b>General Catering Assistant</b>
<b>RESPONSIBLE TO:</b>	Trust's Business Development Department (BDD), School Principal, Cook in charge
<b>JOB PURPOSE:</b>	To assist, as directed, with all aspects of the preparation and serving of food and beverages to the standards required by the school
<b>LIAISING WITH:</b>	Other catering staff, supplies, pupils
<b>SALARY SCALE:</b>	£8.91 per hour
<b>DBS DISCLOSURE LEVEL:</b>	Enhanced
<b>MAIN DUTIES:</b>	<ul style="list-style-type: none"> <li>• The preparation and simple cooking of food and beverages.</li> <li>• Serving children/pupils/students at the counter, trolley or kiosk as required.</li> <li>• To undertake all aspects of cleaning equipment, walls (up to 6ft), floors, fixtures and fittings, cooking utensils, cutlery and glassware etc. as directed.</li> <li>• During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.</li> <li>• To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.</li> <li>• To attend training activities and/or meetings as required.</li> <li>• Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.</li> <li>• To report any comments or complaints and take any necessary remedial action of appropriate.</li> <li>• Occasionally, to assist with special functions at the school which may be outside of normal working hours.</li> <li>• The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require within the context of the job, skills and grade.</li> </ul>
<b>GENERAL</b>	<ul style="list-style-type: none"> <li>• To participate in the staff performance management process in accordance with QUEST Traded Services policy and be responsible for self-motivation towards agreed targets.</li> <li>• To observe and follow health and safety procedures, in accordance with the role.</li> <li>• To uphold excellent standards of customer service at all times working as part of the customer care team including answering queries and giving directions.</li> </ul>

# Person Specification

<b>QUALIFICATIONS AND EXPERIENCE</b>	<p>Experience of the preparation and cooking of simple foods and beverages.</p> <p>Experience of serving customers at the counter, trolley, kiosk as required.</p> <p>Experience of all aspects of cleaning equipment, walls, floors, fixtures and fittings, cooking utensils, cutlery, glassware.</p> <p>Sound knowledge of food health and safety regulations.</p> <p>Working knowledge of relevant policies, procedures, codes of practice and legislation</p>
<b>SKILLS AND ATTRIBUTES</b>	<p>Ability to use/operate a range of equipment relevant to the post.</p> <p>Ability to complete basic paperwork.</p> <p>Ability to prioritise own workload.</p> <p>Ability to work as part of a team.</p> <p>Ability to recognise the importance of ensuring a secure and safe environment.</p> <p>Ability to take direction to complete a range of tasks.</p> <p>Ability to stand for extended periods.</p> <p>Ability to work in a fast-paced environment.</p> <p>Possess effective communication skills.</p> <p>To show commitment to sustain excellent attendance at work.</p> <p>Good timekeeping.</p> <p>Commitment to and participation in the wider life of the schools and Trust.</p> <p>Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust.</p> <p>To be a positive role model at all times.</p>

*The successful candidate must have:*

- *Satisfactory enhanced DBS clearance and the right to work in the UK*
- *Evidence to support information within the supporting statement/application form*
- *Satisfactory references*

Signed \_\_\_\_\_

Date \_\_\_\_\_