



Job Description and Person Specification

Catering Assistant

JOB DESCRIPTION

Catering Assistant

Reporting to:	Catering Manager
Working Time:	20 hours per week / 39 weeks per year
Salary/Grade:	3
Post Purpose:	To provide support in the preparation, cooking and serving of food and beverages, ensuring that an efficient service is provided. Clear down and clean responsible areas and maintain the high levels of cleanliness.

Main duties and responsibilities

- Assist with the provision of meals including preparation, serving and cleaning of all equipment
- Ensure that work is carried out in accordance with all relevant legislation including health and safety at work, food hygiene regulations and school policies
- Undertake, normally as part of a team, the cleaning of the canteen areas to ensure they are kept in a clean and hygienic condition
- Prepare the dining area, including moving and setting up furniture in the dining hall, setting trolleys and cleaning and dismantling these at the end of serving
- Prepare the service area, hot cupboards and other equipment in the kitchen to ensure an efficient and effective service is provided
- To undertake any training needed by legislation or otherwise deemed necessary by management, this may include outside of term time
- To ensure that correct procedures are followed when using the cashless catering system
- Assist in carrying out a deep clean of the kitchen on specified cleaning days during the school holidays

Stock and Financial Management

- To assist in the storage and rotation of all canteen stock

Health and Safety

- Maintain stocks of food under appropriately hygienic conditions and ensure stock rotation
- Ensure that all agreed health and safety policies, COSHH regulations and HACCP procedures are complied with
- Support fully any health and safety inspections
- Adhere to a high standard of personal cleanliness and hygiene
- Report immediately any machinery faults or unhygienic areas to the Catering Manager
- Undergo basic First Aid training and update courses
- Inform the Catering Manager of any premises not meeting the health and safety and/or food hygiene regulation standards
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions

School Ethos

- To play a full part in the life of the school community and encourage and ensure staff and students follow this example
- Promote actively the schools corporate policies
- Comply with the school's health and safety policy and undertake risk assessments as appropriate
- To undertake any other reasonable task at the discretion of the Headteacher

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

SIGNATURES:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: _____
(Employee)

Dated: _____

Signed: _____
(Headteacher)

Dated: _____

Lutterworth High School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon an enhanced CRB disclosure, satisfactory references and medical clearance.

PERSON SPECIFICATION
Catering Assistant

Qualifications

Essential	Desirable
Level 2 Food Safety Certificate	

Experience and Knowledge

Essential	Desirable
- Reasonable level of numeracy and literacy skills - Basic cooking knowledge	- Previous large scale cooking experience - Operating commercial equipment - Experience of cooking in a school environment - General knowledge of nutrition

Personal Attributes

Essential	Desirable
- Good interpersonal skills - Empathy with children and young people - Ability to work effectively as part of a team - Communicate effectively and appropriately to students with different abilities and ethnic backgrounds - Be productive and show initiative - Able to work at pace - Ability to demonstrate enthusiasm and sensitivity while working with others - An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	

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