



Warden Park

'The Best From All'

JOB DESCRIPTION

JOB TITLE:	Catering Assistant	GRADE: 1/2
REPORTS TO:	Catering Supervisor	SALARY: £5,907
WORKING WITH:	Catering Manager Parkes/Staff, Primary Staff and students	SPC:10
DEPARTMENT:	Parkes	

PURPOSE OF THE JOB

To assist in the preparation and serving of main meals, snacks and drinks for the students, staff and visitors at Warden Park Academy Trust

Catering Assistant

- To assist in the preparation and transportation of main meals, desserts, snacks and cakes etc. on a daily basis for morning break, lunch times and hospitality.
- To keep workspace and kitchen equipment clean, according to the work schedule.
- Contribute to the work carried out by other members of the team in their absence and other tasks that may be appropriate to the role.
- To assist with general kitchen and dining room work which may include; washing up by hand and with machine, general cleaning of equipment, floors and surfaces.
- To assist with general duties including manual handling work and driving
- To serve students
- To follow high standard of personal hygiene and safety based on good kitchen practice, training and induction which will be provided.

- During the lunch period assist dining hall duty staff, ensuring that all food waste and refuse is removed and appropriately recycled by students. Giving help to students on clearing away and recycling
- Assist and contribute to the on-going process of developing the academy trust's catering service and for delivering the highest standards of catering.

Carry out other relevant duties as directed by the Head of Parkes and the Leadership team

General responsibilities common to all staff

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply and actively promote academy policies, including Behaviour, Teaching and Learning, Equal Opportunities and Health and Safety.
- To promote positive student conduct.
- To confront negative student conduct and take appropriate proactive steps to deal with it.
- To deal with all e-mail, telephone and personal communications efficiently and effectively, in a way that promotes a positive image of the academy.
- To be smartly dressed in a uniform, establish a business-like catering environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts and agencies.
- To undertake training and development relevant to the post.

The list of outcomes, responsibilities and duties contained in this job description should not be regarded as exclusive or exhaustive. From time to time there will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. This is a common occurrence and would not justify a reconsideration of the post.

Please note that Warden Park Academy Trust maintains the right to update this job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes. Flexibility is needed in view of the changing demands on staffs' time and the needs of the academy and students.

The post holder will be subject to a DBS enhanced disclosure.



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PERSON SPECIFICATION

JOB TITLE: Catering Assistant

RESPONSIBLE TO: Catering Supervisor Manager

RESPONSIBLE FOR:

ESSENTIAL CRITERIA

Knowledge

- Basic kitchen techniques.
- Knowledge of or willingness to learn, a range of catering systems.
- Food Hygiene

Experience

- A range of catering/kitchen based duties, including serving and basic food preparation
- Experienced user of kitchen equipment

Skills and Abilities

Able to:

- Work in an organised and methodical manner.
- Complete tasks accurately and carefully with an attention to detail.
- Maintain efficient record keeping systems.
- Assist with the production and transport of food as required.
- Communicate in a friendly professional way with students, and all staff.
- Ability to work alone with minimum of supervision and as part of a team.
- Full clean driving license and confident to share local driving for work

Personal Qualities

- Honesty.

- Hard working and physically fit
- Ability to remain calm in a busy environment.
- Flexibility.
- Willingness to participate in further training and developmental opportunities offered by the school to further knowledge.
- A willingness to embrace the opportunities offered by academy and to support our partner schools as appropriate.
- Ability to demonstrate commitment to Equal Opportunities.