



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

**Job Title:** Catering Assistant

**Pay Scale:** NJC 2

**Location:** ST ANN'S WELL ACADEMY, Hungerhill Road, St Ann's, Nottingham NG3 3PQ

**Line Manager:** Catering Manager/Line Manager

**Job purpose:**

To assist the line manager in preparing balanced, wholesome meals for our students and staff. This is a varied role that includes assisting with food preparation, plating meals and ensuring the kitchen, servery and dining areas are kept clean, tidy.

**Duties and Responsibilities:**

- To ensure that the preparation & presentation of food are carried out promptly and to the agreed standards.
- Serving of meals and the setting up and clearing of tables and servery as required.
- To maintain a high standard of food hygiene, safety and cleanliness in accordance with academy policies and statutory requirements.
- General kitchen duties including washing up of equipment and utensils and the cleaning of all areas and surrounds.
- To assist in ensuring that the correct stock holding are maintained and rotated, whilst ensuring no excessive ordering takes place.
- To maintain adequate security of all stock and equipment.
- Helping any member of the kitchen staff as required.
- To maintain and adhere to the schools process for managing dietary and allergy requirements.
- To promote a positive, friendly atmosphere within the refectory area, offering a welcome to all students, staff and visitors.
- Taking responsibility for the kitchen in the absence of the Catering Manager.
- Helping with special functions that may sometimes be outside of normal working hours.

**Influencing and Managing Relationships:**

- Headteacher
- External Contractors
- Parents and carers
- Senior Leadership Team
- Staff

### Other Academy Specific Responsibilities:

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

### Catering Assistant Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>Basic Food Hygiene NVQ Level I or above</li> </ul>		D
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of Food Hygiene, COSHH, Health and Safety regulations and their application in the kitchen</li> <li>Ability to work on own initiative as well as a member of a team</li> <li>Understanding of portion control and waste handling process</li> </ul>	E E	D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a catering environment</li> <li>Working with children in a similar role or educational setting</li> <li>Flexibility to respond to a variety of work situations with an ability to multitask</li> </ul>	E E	D
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to be diplomatic, approachable and sensitive to the needs of others including Head Teachers, parents, pupils and suppliers</li> <li>Have an openness to learning and change</li> <li>Have a positive attitude to personal development and training</li> <li>Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> </ul>	E E E E	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>This role is subject to an enhanced DBS</li> <li>Must be alert and able to react in case of emergency</li> </ul>	E E	

