

## JOHN MASON SCHOOL



### Catering Assistant

### JOB DESCRIPTION

#### Objectives of the role:

Under the guidance of the Catering Manager:

#### **KEY DUTIES AND RESPONSIBILITIES**

##### **Operational**

###### *Cooking and Preparation*

- Preparation of meals: prepare food in accordance with agreed recipes/methods.
- Prepare ingredients for meals under direction.
- Decant and/or serve food for transportation to other schools and in own school server.

###### *Maintenance of Hygiene*

- Ensure that cooked and raw food are kept separate during the preparation/cooking/service process.
- Ensure that clean and dirty processes are kept separate.

##### **Resources**

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Under take basic record keeping as directed.
- Refill and replace consumables.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Comply with school security arrangements – i.e. securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate.

##### **Organisation**

- Monitor and arrange orderly and secure storage of supplies.
- Daily check for quality/safety e.g. routine visual checks of equipment.
- Operation of every day equipment in accordance with instructions.

##### **Responsibilities**

- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

- Comply with health and safety policies and procedures at all times.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

Other duties as directed by the Catering Manager.

*(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).*

*John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.*

*All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.*

**For all staff** – *You have specific responsibilities under Health & Safety legislation to ensure that you:*

- *Take reasonable care for your own health and safety and that of others affected by what you do or do not do*
- *Co-operate on all issues involving health and safety*
- *Use work items provided for you correctly, in accordance with training and instructions*
- *Do not interfere with or misuse anything provided for your health, safety or welfare*
- *Report any health and safety concerns to your line manager as soon as practicable*

**Hours:** 25 hours per week, term time only plus two Inset Days. The working hours are between 9.30 a.m. and 2.30 p.m.

**Grade:** NJC Grade 2

## JOHN MASON SCHOOL

### Catering Assistant: Person Specification

Experience	General catering work.
Qualifications/Training	Willingness to undertake induction training. Basic Food Hygiene Certificate. City & Guilds or NVQ Level 1, or equivalent qualification in Food Preparation and cooking (or willingness to acquire qualification) or comparable experience.
Knowledge/Skills	Ability to use relevant equipment. Ability to relate well to children and adults, Willingness to acquire awareness of COSHH regulations. Willingness to acquire awareness of hygiene procedures. Willingness to participate in development and training opportunities. Ability to work on own or as part of a team. A clean driving license is desirable but not essential. A sense of humour. A calm and confident approach to the demands of a busy kitchen and the ability to work well under pressure.

December 2015

Name:	
Signed:	
Date Agreed:	