



The Shropshire Gateway Educational Trust

Job description: Catering Assistant

Job title: Catering Assistant

NJC scale point 2 fixed

Term time plus 3 days

Hours: 8.30am to 11.30am or 11.45am to 2.45pm Monday to Friday (15 hrs per week)

Main purpose

1. Operational Tasks

School Meals

- Assist in the preparation of school meals under the direction of the Trust Catering Manager.
- Collect and transport the food to primary schools. Driving licence essential. This may either be in your own vehicle (with business insurance) for which you can then claim 45p per mile or through using the Trust minibuses (would need to pass driving assessment).
- Set up food for serving and make appropriate temperature checks.
- Serve food to children (taking into account any dietary requirements and menu orders).

Maintenance of hygiene

- Ensure that cooked and raw foods are kept separate during the preparation/cooking/service process.
- Ensure that clean and dirty processes are kept separate.
- Ensure all food hygiene requirements are met (A food hygiene certificate is required but we are happy to support in the achievement of this).

Cleaning of hall

- Carry out general cleaning duties within the dining hall.
- Use electrical cleaning equipment as appropriate.
- Ensure the safe use of all machinery, equipment and chemicals.
- Report any incidents/problems to senior staff.

2. Resources Tasks

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment /resources / materials.
- Undertake 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 is switched off as appropriate.

3. Organisation Tasks

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

4. Other Responsibilities

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

5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust Code of Conduct and related policies and procedures.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the Trust Staff Code of Conduct and related policies and procedures.

7. Other Duties

- Any other duties that the Headteacher feels is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the employee will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and experience	Basic Food Hygiene Certificate (Foundation Certificate in Food Hygiene) NVQ Level 1 or equivalent qualification or comparable experience in cleaning and support services. General catering experience. General cleaning experience.
Skills and knowledge	Ability to use relevant equipment. Ability to relate well to children and adults. Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards. Willingness to gain knowledge of health and safety procedure and precautions. Willingness to acquire awareness of COSHH regulations. Willingness to acquire awareness of hygiene procedures. Ability to work on own or as part of a team. Sufficiently fluent in spoken English to ensure effective performance in the role.
Personal qualities	Flexible. Pride in doing a job well. Willingness to support children with healthy diets and lunchtime manners. Good communication with team. Positive can-do attitude – problem solver.

Notes:

This job description may be amended at any time in consultation with the postholder.

October 2024