

The East Manchester Academy

Job Description

General Catering Assistant

The post holder reports to the Catering Manager. Apart from team members, the main contacts of the job are: students, teachers and other colleagues.

Main Purpose of the Job:

To work as part of the Team and contribute to the achievement of its objectives, providing an effective and efficient catering service. This includes preparing and serving food, shared responsibility for cashier duties and maintaining the associated catering areas in accordance with food hygiene regulations.

Main Duties

1. Assist with the preparation, setting up and serving of meals in line with food hygiene regulations.
2. Clean kitchen equipment and dining furniture as required in designated areas.
3. Assist with the moving and setting up of dining furniture in designated areas.
4. Undertake shared responsibility for cashier duties and be responsible for operating a cash register.
5. Ensure compliance with food hygiene and COSHH (Control of Substances Hazardous to Health) regulations at all times.
6. Provide a customer focused service, which is courteous and responsive and meets the needs of the customers at all times.
7. Support the team in promoting equal opportunities in the workplace and delivering services, which are accessible and appropriate to the diverse needs of service users.
8. Actively pursue own personal development and take full advantage of training provided.
9. Undertake such duties as may be considered appropriate by the Catering Manager in line with the needs of the service.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Generic Responsibilities for All Support Staff Roles

- To play a full and active part in the life of the school through contributions to initiatives, student facing projects and extra-curricular events, where appropriate or reasonably requested
- To complete duties such as; lunch or break supervision, before or after school duties as directed by the rotas
- To undertake CPD that is relevant to role and working with students and families
- To complete first aid training and be part of the first aid rota
- To work collaboratively and supportively with colleagues to achieve the vision and mission of the academy
- To undertake reasonable requests from the academy headteacher

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Person Specification

Catering Assistant Grade 1

For this job we are looking for:

1. Active listening and verbal communication skills for effective interaction with customers, other catering colleagues and city council employees.
2. Ability to work under supervision and as part of a team.
3. Knowledge of basic hygiene and health and safety.
4. Basic numeracy and ability to accurately complete daily returns.
5. Willingness to abide by the Trust Board's various policies.
6. Willingness to abide by the Trust Board's safeguarding policy

Personal Style and Behaviour:

1. Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
2. Self-motivation and personal drive to complete tasks to required timescales and quality standards.
3. The flexibility to adapt to changing workload demands and new organisational challenges.
4. Personal commitment to ensure that services are equally accessible and appropriate to the diverse needs of service users.
5. Personal commitment to continuous self -development.
6. Personal commitment to the Trust Board's professional standards
7. To wear the uniform provided.
8. Be willing to consent to and apply for an enhanced check by the Disclosure and Barring Service (DBS) check.