

JOB DESCRIPTION

Role: Catering Assistant; Catering Department

Accountable to: Catering Manager

Grade 2

Key Purpose	The key purpose of this role is 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 maintaining the associated catering areas in accordance with food hygiene regulations.
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Key Tasks	
	<ul style="list-style-type: none"> • Assist with the preparation, setting up and serving of meals in line with food hygiene regulations. • Clean kitchen equipment and dining furniture as require in designated areas. • Assist with the moving and setting up of dining furniture in designated areas. • Ensure compliance with food hygiene and COSHH (Control of Substances Hazardous to Health) regulations at all times. • Provide a customer focused services, which is courteous and responsive and meets the needs of the customers at all times. • 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. • Actively pursue own personal development and take full advantage of training provided. • Undertake such duties as may be considered appropriate by the Unit Catering Manager in line with the needs of the service. • Undertake First Aid training and be part of the First Aid rota as necessary

Other Specific Duties

- To play a full part in the life of the school community, supporting the school mission, ethos and values
- To promote actively the school's policies
- To comply with the school's Health and Safety Policy and Safeguarding/Child Protection procedures
- To continue personal professional development
- To comply with any reasonable request from the Head teacher to undertake work of a similar level that is not specified in this job description
- General tasks vary from time to time to take account of the changing nature of the school and the demands placed upon it. Such changes are normal parts of the post and as such do not constitute a change to the general job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- Employees are expected to set a good example in terms of dress punctuality and attendance
- Employees must uphold the school's behaviour code and uniform regulations
- The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown, but following consultation with you, may be changed by the co - Headteachers to reflect or anticipate changes which are commensurate with the salary and job title

Levenshulme High School

Greater Manchester Education Trust

Person Specification

Catering Assistant Grade 2

For this job we are looking for:

- Ability to work under supervision and as part of team.
- Knowledge of basic hygiene and health and safety.
- Basic numeracy and ability to accurately complete daily returns.
- Ability to relate well to students and adults
- Ability to work as part of a team and communicate effectively with a wide range of colleagues
- Commitment to the values and ethos of the school
- Ability to use relevant technology to support and enhance learning
- Willingness to undertake first aid training

Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards
- The flexibility to adapt to changing workload demands and new school challenges
- Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of students
- Personal commitment to continuous self-development
- A commitment to school improvement

Applicants are expected to be willing to consent to and apply for an enhanced *disclosure* DBS (Disclosure and Barring Service) check

