Job Description
Catering Assistant
Education

Job Title	*Catering Assistant*
Responsible to	*Catering Manager* *Chef/Cook* *Headteacher*
Key Internal Contacts	*Staff within the Inclusion, education and multi-disciplinary teams* *Staff in other departments within the Service* *Staff in other Services in the Region* *Central Office Staff*
Key External Contacts	*Service User relatives, advocates and other multi agency services* *Placing Authorities and Service Providers* *Registration, Regulatory and Inspection bodies* *Local Services - Statutory, Voluntary and Community Neighbours*

At Outcomes First Schools, we are ambitious for every student and committed to the highest standards in everything we do. We continuously evaluate and improve our practice, drawing on evidence, expertise and experience to ensure we deliver the best possible outcomes. We take responsibility for the quality and impact of our work, understanding that every decision has the power to shape the lives of students, families, colleagues and communities. By taking the time to listen, understand and make informed decisions, we create positive learning environments where students can thrive, achieve their potential and build successful futures.

JOB PURPOSE

- The purpose of this job is to assist the Kitchen Manager to prepare and serve school meals. There is also an element of interaction with students to encourage a happy and healthy school lunchtime. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

KEY TASK AREAS & RESPONSIBILITIES

- Assist with the preparation, cooking and serving of meals, considering any special dietary needs
- To assist with the clearing up and cleaning of the kitchen equipment, kitchen area and dining hall
- Food preparation, cooking and service to students and staff
- Ensure all health & safety and food hygiene regulations are maintained within the kitchen environment.
- Ensuring a good standard of cleanliness is maintained
- Ensuring adequate food supplies
- Reporting problems raised, any cancellations or extra meals needed and maintaining records

- To assist in the lunchtime supervision of students to ensure that service of food is completed on time in a safe and hygienic setting
- Report behaviour observations to a teacher for them to maintain the school's standard of discipline and behaviour.

General Accountabilities

- Ensure that safe working practices are adopted in the work areas and to maintain a safe working environment.
- Work in compliance with the Code of Conduct, Regulations and policies of the school, and its commitment to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current
- legislation/standards
- Attend training courses, and team meetings as required.

PERSON SPECIFICATION

Experience	**Essential**	**Desirable**
Experience of working in a similar role would be beneficial	✓	
Experience of producing home cooked, nutritious food	✓	
Skills	**Essential**	**Desirable**
The need to comply with the information provided in your staff handbook distributed to you at your induction	✓	
You must adhere to all Health & Safety policies and procedures and bring to the immediate attention of your line manager any activity/occurrence which may prove a danger to either yourself or others	✓	
Awareness and understanding of current legislation and guidelines relating to nutrition, food and hygiene, health and safety and COSHH	✓	
The ability to work in an organised manner	✓	
Ability to work under pressure	✓	
Have a passion for food, desire to deliver a high-quality lunch time meal for students	✓	
The ability to understand and undertake direct instruction from your Line Manager or from the Senior Management Team	✓	
Flexible approach, willing to take on new ideas to improve the service provided	✓	
Ability to be adaptable in a fast paced environment	✓	
Commitment to the safeguarding and welfare of all students	✓	
Flexibility to manage short-notice change calmly	✓	
Excellent team player	✓	
Resilience	✓	
Ability to work on own initiative.	✓	
Qualifications & Training	**Essential**	**Desirable**
Relevant Catering and Hospitality qualifications- For example City & Guilds or NVQ qualifications	✓	

Food Safety Certificate level 2	✓	
Other	**Essential**	**Desirable**
Work in compliance with the Code of Conduct, Regulations and policies of the school, and its commitment to equal opportunities	✓	
Develop good relationships with others by behaving with integrity, treating people with respect and leading by example	✓	
Demonstrates a professional approach which generates credibility and confidence	✓	
The ability to work independently but also are a good team player when the need arises.	✓	
To be fully aware of and understand the duties and responsibilities arising from the Students's Act and Working Together in relation to child protection and safeguarding students and young people as this applies to the worker's role within the organisation	✓	