Your Academy….Your Future

Post Title	Catering Assistant
Purpose	To assist in the preparation, serving and presentation of all food and beverages.
Responsible to	Catering Manager
Contract Type	Permanent/Term Time Only + 2 Days
Hours	12.5 per week / 2.5 per day
School Type	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
Grade	Band B, SCP 3 (£13.28 per hour)
Disclosure Level	Enhanced
Expectations	**There is an expectation that all adults who work at Castle View Enterprise Academy will:** • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the Academy enrichment programme.
Responsibilities	• Assist in the setting up and cleaning down of the dining area • Carry out general cleaning duties in all relevant catering areas • To operate cashless and financial systems. • To assist in the preparation of food and beverages in line with customer requirements and legislation. • To assist in the service of all food and beverages in line with customer requirements and legislation. • To assist in the service of all food and beverages and help advise customers to make healthy menu choices.
Main Duties	• Prepare the counter areas prior to service and clear down following service. • Ensure that strict portion control is maintained. • Assist in the completion of all plate wash and cleaning tasks/routines.

	• Maintain high standards of personal and kitchen hygiene. • Maintain kitchen cleanliness standards etc that comply with the Food Safety Act 1990 and Food Hygiene (General) Regulations 1995. • Attend training sessions as and when required. • Maintain good communication links and working relationship with all staff and customers, and ensure that the appropriate customer compliant / compliment procedure is observed. • Assist in pro-actively promoting and marketing uptake through preparation, presentation and service of all foods to the highest standard. • Assist / set up and dismantle the dining areas ready for service. • To operate a cash /cashless system point, observing audit and financial procedures. • Health and safety including fault reporting to the relevant personnel. • Undertake similar duties within any other area of the catering organisation as deemed appropriate by the Catering Manager.
General Requirements	• Attending and participating in training and development courses as required. • Attending meetings, liaising and communicating with colleagues in the school. • Being an effective role model for the standards of behaviour expected of pupils. • Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.
Professional Values & Practises	• Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement. • Treating pupils consistently with respect and consideration, and being concerned with their development as learners. • In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment. • Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues. • Reflecting upon and seeking to improve personal practice. • Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school. • Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures. • Building and maintaining successful relationships with pupils, parents/carers and staff.
Additional Duties	• Carry out other reasonable tasks from time to time as directed by the Principal.

Person Specification

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Education & Qualifications	
Basic Food Hygiene Certification	**E**
GCSE or equivalent standard or attendance at Training Courses.	**E**
Experience	
Practical awareness of Health and Safety and Food Hygiene procedure.	**E**
Experience of working in a school environment.	**D**
Knowledge & Skills	
Able to communicate effectively with colleagues and students	**E**
Able to deliver excellent customer service	**E**
Basis awareness of cooking and general cleaning.	**E**
Personal Qualities	
Ability to demonstrate maturity, patience and determination.	**E**
Reliable and conscientious.	**E**
Enthusiastic and self motivated.	**E**
Commitment through a positive, proactive and caring approach to provide a quality catering service.	**E**
Ability to work additional hours to meet the needs of the post when required.	**E**
Willing to undertake continuous professional development	**E**
Commitment to Equal Opportunities	**E**