



## **Imberhorne School**

### **Role Profile**

#### **Job Details**

<b>Job Title:</b>	Catering Assistant
<b>Salary/ Grade:</b>	Grade 2 Spinal Point 2-3
<b>Hours:</b>	27 hours per week, Term Time Only
<b>Contract Type:</b>	Part Time
<b>Reporting to:</b>	Catering Manager and Business Manager

#### **Main purpose**

The Catering Assistant, will assist with the preparation, cooking, and serving of meals for students and ensuring high-quality food service in a safe, hygienic, and efficient environment. As part of the kitchen team, you will maintain good standards of customer service, cleanliness, and food safety.

#### **Duties and responsibilities**

##### **Operational**

- Assume responsibility for all equipment and consumables ensuring that health and safety, including food hygiene and COSHH requirements are upheld.
- Maintain high standards of hygiene and safety within the kitchen and associated areas to include routine and annual cleaning schedules and reporting maintenance issues in a timely way.
- Under the direction of the Catering Manager, assist with food preparation and service in accordance with Safer Food Better Business guidance.
- Setting up the dining areas before service and clearing away at the end of the lunch period, ensuring that the dining areas are clear of rubbish and spills.
- General kitchen duties including washing up and organisation of service areas.
- Operate the cashless tills to record food/items purchased.

## **General**

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- At all times act in accordance with the schools Health and Safety policies, procedures and good practice guidance, following clear reporting lines and instructions.

### **Professional development**

- Take personal responsibility to update knowledge and understanding by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

### **Other areas of responsibility**

- The post holder may be required to work outside of normal working hours to support school events, meetings and emergencies

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 individual 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	Requirements
Qualifications and experience	<ul style="list-style-type: none"> <li>Working experience of a broad range of kitchen equipment, food preparation and cooking techniques.</li> <li>Previous experience in catering, food service, or a similar role within school</li> <li>Up to date Food Hygiene (Food Safety) training or willingness to complete</li> <li>First Aid qualification or willingness to complete</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
Skills and Knowledge	<ul style="list-style-type: none"> <li>Demonstrable skills required to prepare ingredients and serve food in accordance with Safer Food Better Business guidance</li> <li>Knowledge of Health &amp; Safety requirements within a kitchen environment</li> </ul>	<p>Essential</p> <p>Essential</p>
Personal Qualities	<ul style="list-style-type: none"> <li>Able to work autonomously, organising and prioritising work, even when under pressure, to meet deadlines and unplanned situations.</li> <li>Effective interpersonal skills that can be adapted based on the audience, coupled with an ability to manage difficult conversations and potential conflict.</li> <li>Able to work flexibly and constructively a part of a team, contributing to maintaining a positive and enabling environment</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>