


Post Title:	Catering Assistant	 ST. MARY'S ACADEMY TRUST		
Reports to:	Head of Kitchen			
Employee Supervision:	None	Grade:	1	

Purpose of the Post

Assist with the preparation and simple cooking of menu items. Serve food and undertake general cleaning duties.

Responsibilities

- Undertake basic preparation of food and beverages such as vegetables, salads, sandwiches, snacks, desserts, sauces, gravies and custards etc.
- Carry out preparation and cooking of food.
- Assist with the packing and transporting of meals to relevant service points
- Assist with the serving of meals to customers.
- Undertake general cleaning duties such as washing up, cleaning surfaces, equipment, dining areas and storage areas.
- Carry out dining room duties such as moving furniture including counters/trolleys and setting up dining areas.
- Encourage pupils/customers in the taking of meals, ensuring they are served in respect of quality, quantity and presentation standards.
- Deal politely and efficiently with customers, escalating and reporting complaints when required.
- Ensure compliance with Health and Safety, hygiene regulations and cleanliness policies and procedures.
- Undertake temperature monitoring as required, ensuring compliance with kitchen hygiene rules.
- Undertake any other duties commensurate with the role as requested by management.
- Completion of paperwork under the direction of the Head of Kitchen.
- Ordering of food and portion control in the Head of Kitchens absence.
- Assist the Head of Kitchen in checking of deliveries of catering and cleaning materials.
- Reporting catering equipment repair requirements to the Head of Kitchen.
- Any other duties commensurate with the grade of the post.

Education and Training	Measure	Rank
<ul style="list-style-type: none"> Level 2 Food Hygiene Certificate or willingness to obtain within 3 months of employment. 	A/I/C	E
<ul style="list-style-type: none"> Basic literacy and numeracy skills. 	A/I	E
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> On-the-job catering experience in a catering unit. 	A/I	D
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Awareness of health and safety. 	A/I	E
<ul style="list-style-type: none"> Awareness of first aid. 	A/I	D
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Ability to work to timescales and deadlines. 	A/I	E
<ul style="list-style-type: none"> Deal with customers in a polite, courteous and friendly manner. 	A/I	E
<ul style="list-style-type: none"> Ability to work flexibly as part of a team. 	A/I	E
<ul style="list-style-type: none"> Communicate and liaise with team members. 	A/I	E
<ul style="list-style-type: none"> Ability to follow instructions. 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust. 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> Work in accordance with the Trust's values and behaviours. 	I	E
<ul style="list-style-type: none"> Able to undertake any travel in connection with the post. 	A/I	E