JOB ROLE: Catering Assistant

CONTRACT HOURS: **10/20 hours per week over 5 days on a term time only basis. Hours of work: Monday to Friday, various shifts available**

**SALARY: £11:44 per hour**

**HOLIDAY ENTITLEMENT: 27 days plus bank holidays pro rata**

RESPONSIBLE TO: **Catering Manager**

### JOB PURPOSE:

To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.

To ensure that all children can access a hot and cold lunch.

### SPECIFIC DUTIES:

* To help in accepting, storing and checking stock.
* To use tills and handle cash accurately and reliably.
* Help to ensure meals are cooked and served in a timely manner following safe food hygiene standards. Provide well balanced meals, at designated times and providing adequate choice.
* Assist with the cooking, serving of meals and cleaning of kitchen area, as appropriate, in order to provide an effective service.
* Attend training courses as required.

### GENERAL RESPONSIBILITIES:

* To work across all areas of the catering department within the Canterbury Academy.
* To set a positive example to the learners and other members of staff in terms of professional catering standards and personal behaviour in keeping with The Canterbury Academy Charter.
* To work collaboratively and cooperatively with other members of the wider workforce and the teaching staff.
* To be an ambassador for the organisation.
* To carry out any other reasonable duties not stated above as requested that contribute to the smooth operation of the Campus.
* The appearance and attitude of our catering team is as important as any other member of staff within the campus, catering assistants must abide by the Campus dress rules applying Identity badges must be worn at all times.
* To comply with regular DBS checks and always work to the guidelines and policies for staff employed at The Canterbury Academy.
* To participate in the Appraisal process. To organise and book own appraisals with appraiser.
* The post holder will benefit from the campus’ commitment to Continuous Professional Development.
* The post holder will be expected to engage in professional development as agreed with the appropriate line manager.

### HEALTH & SAFETY RESPONSIBILITIES:

Ensure correct Health & Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment.

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon every one engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

**PERSON SPECIFICATION:**

A good awareness of up-to-date health and hygiene requirements

Basic food preparation experience

Knowledge or previous experience of using a till and handling cash

Previous experience of working in a catering environment, ideally in a school environment

Basic reading and writing skills to maintain records

Able to work in an organised and methodical manner, quickly and calmly

Use own initiative

Work effectively and supportively as part of a team

Clean and smart appearance

Willingness to be flexible with regard to working hours

Reliable, honest and enthusiastic

**SAFEGUARDING:**

All appointments are subject to you obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Executive Principal and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.