



## Support Role JOB DESCRIPTION EKC Sheppey Secondary

**Post:** Catering Assistant

**Salary:** EKC 2

**Responsible To:** Service Manager - Restaurant

**Summary of Post:** To assist in preparing, cooking and serving food and beverages, as directed.

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### Tier of role: Support

**Key descriptor:** Operates to standards.

**Scope of role:** Provides specific service, performing a limited range of straightforward, specific tasks.

**Autonomy:** Detailed instructions are given, and routines are followed to standard, solving basic problems as required.

**Knowledge of role:** Role-specific knowledge is required.

**Skills – Technical & Practical:** Basic skills required.

**Qualifications/Experience:** Level 2 English and maths preferred but not essential.

**Supervision of others:** No supervision or line management

**Management by others:** Close supervision with instruction when required.

### Key Responsibilities:

1. Assist in preparing, cooking and serving food and beverages.
2. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.

3. Operate kitchen equipment following training.
4. Undertake cleaning and washing up in the kitchen and dining areas as directed.
5. Refill and replace sauces, condiments, and other consumables.

### **Specific Duties:**

1. Serving meals to students, staff and visitors ensuring a pleasant and efficient service.
2. Assisting with receiving food deliveries, checking stock levels, and ensuring proper storage.
3. May be required to assist with other duties, such as setting tables, clearing dishes, or helping with special events.
4. Undertake cashier duties

### **General Duties and Responsibilities:**

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development program and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety, and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.

8. To undertake any other duties commensurate with tier as may be reasonably requested.

*Please note:*

*This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.*

*It does not form part of your contract of employment, and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems, and enhance the effectiveness of the role.*

Line manager's  
signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's  
signature: \_\_\_\_\_

Date: \_\_\_\_\_

	<b>PERSON SPECIFICATION</b>  <b>Tier of Role: Support</b>	<b>Application</b>	<b>Interview</b>	<b>Shortlisting</b>
<b>Qualifications and Training</b>				
1.	Food hygiene certificate an advantage.	✓		4
2.	Level 1 or 2 in catering an advantage	✓		4
<b>Experience</b>				
1.	Previous experience of working in a catering environment an advantage.	✓	✓	4
2.	Some previous work experience, voluntary or paid.	✓	✓	4
<b>Skills and knowledge</b>				
1.	Basic numeracy and literacy skills.	✓	✓	2
2.	Basic IT skills; email.	✓	✓	2
3.	Good communication skills.	✓	✓	6
<b>Personal Qualities</b>				
1.	Act with honesty and integrity at all times.	✓	✓	6
2.	Commitment to promoting the ethos and values of the school and trust.		✓	6
3.	Ability to work well as part of a team.	✓	✓	6
4.	Maintain confidentiality at all times.		✓	6
5.	Commitment to inclusion, safeguarding and equality.	✓	✓	6