

## The Beacon – Catering Assistant - Job Description and Person Specification



<b>Job Title:</b>	Catering Assistant
<b>Salary range:</b>	Kent Scheme A (£11,550.15, FTE £24,513.00)
<b>Responsibility to:</b>	Catering Manager / Lead Chef
<b>Contract:</b>	Permanent, Term time only
<b>Hours:</b>	10am-2pm, 20 hours per week

<b>Main purpose of the role:</b>	To work as part of the catering team to assist in the hygienic preparation, delivery and serving of meals/beverages and ensuring all areas and equipment is cleaned to a high standard
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### **Main duties**

<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Provide daily cleaning of cafe surfaces, floors, equipment and appliances to ensure the cleanliness of the working environment, so that meals/beverages can be prepared and served in accordance with acceptable standards of hygiene.</li> <li>2. Assist with the preparation, delivery and/or serving of food/beverages to enable the Café Supervisor to serve meals at the required time. This includes the provision and service of food/beverages for pupils and staff.</li> <li>3. Assist with the service and clearance of food in the Student Dining Area</li> <li>4. Assist with the receipt and storage of groceries to enable the Catering Manager/Cooks to maintain adequate stock control.</li> <li>5. Monitor fridge stock rotation to enable standards of hygiene to be maintained (where applicable).</li> <li>6. Operate the till and handle cash in accordance with requirements of the role, as required.</li> <li>7. Attend training courses as required and assist in the training of other catering support staff as directed.</li> <li>8. Comply with Health &amp; Safety, Fire Regulations and other policies.</li> <li>9. The post holder will be expected to have a flexible approach to their work within the catering department and support in other areas when needed.</li> <li>10. Any other duties as directed by the café supervisor or catering manager.</li> </ol> <p><i>The duties may be varied to meet the changing demands of the school/pupils and these duties may therefore be changed at the discretion of the Catering manager and following consultation with you.</i></p>
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## Person Specification

	Essential	Desirable
<b>Professional Qualifications</b>	<ul style="list-style-type: none"><li>• Food hygiene certificate</li></ul>	<ul style="list-style-type: none"><li>• Relevant qualification or certification</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Relevant experience working with food and / or in a kitchen environment.</li></ul>	<ul style="list-style-type: none"><li>• Previous experience in a school kitchen</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Ability to use of kitchen equipment, knives for food preparation.</li><li>• Ability to be able to communicate with, pupils, other catering and dining area staff.</li><li>• Needs to be able to be responsible for the safekeeping, cleanliness and use of equipment, supplies and consumables/assembly or disassembly of equipment used by others.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of procedures and equipment for preparing, serving and assisting with cooking of food, relevant hygiene requirements.</li></ul>
<b>Values and Qualities</b> <b>(All Essential)</b>	<ul style="list-style-type: none"><li>• Flexible and adaptable to change</li><li>• Honest and reliable team member</li><li>• Committed to Beacon ethos and values</li><li>• Able to deal with all pupils and work colleagues regardless of race, colour, sex, disability, age or religious belief</li></ul>	

*The Beacon School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post.*