

# Christ Church CEJ School, RAMSGATE

## **Job Description: Catering Assistant**

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**Name:**

**Grade: Kent Scheme A**

**Responsible to: School Cook**

### **Purpose of the Job:**

- The main purpose of this job is to assist the School Cook with serving the children their meals, the washing up and operation of the dishwasher to keep the lunchtime moving smoothly. Other tasks may be required, as directed by the School Cook, that are required for a successful lunch hour.
- Above all, you need to be really passionate about cooking and serving great food to young people!

### **Key Duties and responsibilities:**

- To provide a friendly, efficient and hygienic service to all customers.
- To put out and put away the benches and tables in the School hall.
- To keep the kitchen and restaurant areas in a clean and tidy state at all times.
- To be customer focused at all times, by being visible during service periods, approachable and quick to exceed expectations.
- To co-operate with all team members and undertake duties in the kitchen/service areas as requested to ensure an efficient and effective service is delivered at all times.
- To attend food safety, health and safety and any other training courses as required for the role.
- Understanding food allergies, working with the Cook and the School to ensure all pupils have an equal chance to enjoy a great meal in a safe environment.

Whilst every effort has been made to explain the main duties and responsibilities of post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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## Person Specification: Catering Assistant

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Ability to display a real passion for food and customer service.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working in an industrial kitchen or catering establishment.</li><li>• Experience working with young people.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• An understanding of the routines and challenges of catering in a school environment</li><li>• Ability to multitask and work effectively in a stressful environment</li><li>• Strong customer service skills</li><li>• Excellent communicator at all levels</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>➢ Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff</li><li>➢ Commitment to promoting the ethos and values of the school</li><li>➢ Commitment to maintaining confidentiality</li><li>➢ Commitment to safeguarding pupil wellbeing and equality</li><li>➢ Resilient, positive, forward looking and enthusiastic about making a difference to children and young people</li><li>➢ Smart clean appearance, high standard of personal hygiene</li><li>➢ Approachable, friendly and cheerful</li></ul>

Headteacher signature: .....

Date: .....

Postholder's signature: .....

Date: .....