

<Job Title>

Job Role: Catering Assistant
Location: Academy of St Francis of Assisi, Gardner's Dr, Liverpool L6 7UF
Salary: Grade 2, SCP 3-5
Contract: Permanent, Term Time (38 weeks)
Reports to: Catering Manager

Job Title:	Catering Assistant
Grade:	Scale I (Points 1-2)
Contractual Hours:	16 hours for 38 weeks
Reports to:	Catering Manager
Responsible for (staff):	N/A
Main purpose of the Role	
<ul style="list-style-type: none"> Assisting in the smooth and efficient running of the catering operation, including duties in all service areas; food preparation, cashless till operation and wash up Providing a welcoming and professional catering service to staff, students and visitors 	
Core Responsibilities and Tasks	
<ul style="list-style-type: none"> To undertake all duties as directed by the Catering Manager Preparation, packaging and labelling of hot and cold filled rolls and sandwiches Undertake any general food preparation duties as required by menu structure and as requested by the Catering Manager Daily cleaning of dining area including floors, chairs, tables and service areas Setting up of dining area and serveries in readiness for lunch and breaks Merchandising of service areas Operate dishwasher to clean all dishes, cutlery, glassware, trays Cleaning of pans and all kitchen utensils/equipment Operate waste disposal and clean thoroughly at end of shift Operate cashless till when required Serve on counters, promoting food offer in a polite, friendly and courteous manner Keep counters clean during service 	

- Maintain dishwasher and ensure it is cleaned to required standards
- Attend all meetings and training courses as required
- Ensure hygiene and safety standards are maintained in all work areas
- Promote the Academy's Christian ethos and Environment specialism

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust

Person Specification

Qualifications and Professional Development	Essential	Desirable
Basic Food Handlers (Level 2) certificate or ability to undertake this qualification	✓	
Experience of catering/service role and demands	✓	
NVQ Level 2 Food Preparation		✓
Some craft experience e.g. care home, school, retail food outlet		✓
Knowledge and Skills		
Ability to work with raw materials and undertake general food related duties to set standards	✓	
Good craft skills	✓	
Understanding of a safe working environment	✓	
Ability to prepare homemade style dishes		✓
Ability to prepare and present quality buffet food		✓
Skills and Attributes		
Excellent customer care skills	✓	
Good interpersonal skills	✓	
Ability to work as part of a team and on own initiative	✓	
Flexible attitude and approach	✓	
Able to relate well to staff and students	✓	
Good time management	✓	
Ability to stay calm under pressure	✓	
Commitment to CPD	✓	
APPROACH TO WORK		
Commitment to the Academy's Christian ethos and Environmental Specialism	✓	

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The Trust is an equal opportunities employer.