

DEPARTMENT: HOSPITALITY
DESIGNATION: CATERING ASSISTANT
RESPONSIBLE TO: HOSPITALITY MANAGER
POST GRADE: LEVEL 3
NAME:

Main Purpose of the Post

Assist in the efficient running of an economic catering operation. Ensure the highest levels of food and customer service in accordance with the policies and procedures of the Academy.

Core Responsibilities, Tasks and Duties

- I. Assist in the production of food and delivery of a catering service as specified by the Service Level Agreements.
 - Assist in the achievement of the highest possible standards of service, hygiene, safe working practices and crafts are maintained.
 - Carry out basic food preparation under supervision, where appropriate.
 - Assist with the storing of supplies under supervision.
 - Assist with the serving of meals under supervision.
 - Setting up, operation and clearing away of service points.
 - Movement and cleaning of equipment and furniture within the dining area.
 - Washing up and cleaning activities relating to premises and equipment.
 - Report defects or breakdown of equipment to the Catering Manager/ Supervisor.
 - Assist with the production of meals for other establishments.
 - Participate in staff training and development process.
 - Any other duties appropriate to the grade as may be required.
- II. Health and Safety
 - Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.
- III. Professional Accountability
 - The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives.
- IV. Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- V. Equalities
- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Declaration

The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.

Signed _____ Dated _____

Print name _____

PERSON SPECIFICATION

APPOINTMENT OF: CATERING ASSISTANT

DEPARTMENT: HOSPITALITY

Minimum Requirements	Measured by: A) Application B) Test/Exercise C) Interview
QUALIFICATIONS/TRAINING: It is essential that the post holder has: <ul style="list-style-type: none"> A Foundation Certificate in Food Hygiene or working towards one 	A
EXPERIENCE/KNOWLEDGE: It is essential that the post holder has/can: <ul style="list-style-type: none"> Previous catering experience. Work under pressure and maintain a professional input at all times. 	A & C
SKILLS AND ABILITIES: It is essential that the post holder is/can: <ul style="list-style-type: none"> Enthusiastic in promoting the Hospitality Service. Demonstrate high standards of personal hygiene. 	C
ADDITIONAL FACTORS: It is essential that the post holder has/is: <ul style="list-style-type: none"> A willingness to undertake any relevant training. Willing to wear protective clothing as provided. Footwear must be adequately able to protect the feet and have slip resistant soles. Awareness and sensitivity with regard to equal opportunities and race equality. An ability to fulfil all spoken aspects of the role with confidence through the medium of English. Able to take holidays during Academy closure periods. Please note that this requirement may change as the business models changes. 	C