

JOB DESCRIPTION POST

Job Title:	Cook/ Catering Assistant
Grade:	Level 4 SCP 6-7 (£19,698 – 20,092 pro rata)
Hours:	25 hours per week
Responsible to:	Catering/ Operations Manager

KEY ROLE:

The post holder is responsible for assisting in the provision of school meals to two SECAT school sites:

MAIN DUTIES AND RESPONSIBILITIES

- Assisting in preparing and providing school meals to 2 school sites daily
- Liaising with team members to ensure provision is effective
- Assisting in the creation of exciting and engaging menus which satisfy the school's drive towards healthy eating with the children's desire to eat foods which they will enjoy and which will provide them with the necessary fuel to see them through the school day.
- Assisting in reviewing school's menus on a regular basis to ensure that new ideas are embraced and feedback from staff, pupils and parents considered and, where appropriate, accommodated within the team's future menu planning.
- Assisting in planning menus for special events and occasions
- To participate in the preparation of food items in line with the day's menu or with batch baking, where appropriate.
- Providing food service to pupils and staff, ensuring that the presentation of the food, and the environment in which it is served, is of a consistently high and engaging standard.
- To prepare the dining facilities – this includes, where appropriate the placing and removal of the tables and chairs to and from the storage area and also with the cleaning of the area after service.
- Ensuring that the kitchen, its furniture, equipment and utensils are cleared and cleaned as appropriate and daily after duties have finished.
- Championing the provision of special menus for children with allergies and ensuring, alongside the rest of the staff, that such children do not come into contact with trigger foods at any times.
- To assist with the maintenance of quality standards within the catering department.

- To adhere to the cook-safe management system to all the house rules & critical control points.
- To wash all equipment, both kitchen and service items.
- To cooperate with the Catering/ Operations Manager with regard to compliance with all food safety legislation relating to the catering industry, with all Health & Safety legislation and with the rules, regulations etc. of Southend Borough Council.
- To wear appropriate clothing as required by the Catering/ Operations Manager.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust’s Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust’s Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Post Holder’s Name:

Signature: **Date:**

Line Manager’s Name:

Signature: **Date:**

Person Specification

Essential Qualities	Desirable Qualities
Educational Qualifications	
<ul style="list-style-type: none"> • Basic general education (Maths and English) • Food Safety Certificate 	<ul style="list-style-type: none"> • Hospitality & Catering Qualification • First Aid qualification
Skills, Abilities and Experience	
<ul style="list-style-type: none"> • Basic experience of food handling, hygiene and storing requirements • Basic culinary skills • Ability to use own initiative • A commitment to personal and professional development • A commitment to and clear understanding of health and safety • Excellent organisational skills, including planning and time management • Flexibility and the ability to work calmly and quickly under pressure • Resourcefulness and the ability to multitask and prioritise • Ability to co-ordinate and deliver catering 	<ul style="list-style-type: none"> • A basic knowledge of dietary needs • Experience of working with children
Personal Qualities	
<ul style="list-style-type: none"> • Strong interpersonal, written and oral communication skills • Ability to relate well to children and adults • Commitment to the ethos of the School • Flexibility of approach, adapting to workloads and staffing levels • Prioritisation of competing priorities • Personal resilience in a busy workplace • Able to maintain positive relationships with staff • Ability to work as part of a team • Role model, and motivator • Committed to providing a high quality service for the school • Common sense • Approachability, with a sense of humour and proportion • Awareness of the importance of confidentiality • Willingness to proactively keep abreast of food safety and health & safety law 	
Safeguarding	
<ul style="list-style-type: none"> • Commitment to the protection of children and young people • Willingness to follow the School's Safeguarding procedures 	