



## The Friary School

<b>Job Description:</b> Casual Catering Assistant	<b>Grade:</b> 2 FTE £24,027 <i>£12.45 per hour (excluding holiday pay)</i>	<b>Date:</b> October 2023
<b>Hours of work:</b>	Casual, Monday to Friday, Term Time	
<b>Responsible to:</b>	Catering Manager – Finance Manager	
<b>Based Upon Job No</b>	N/A	

### Job Purpose

To assist in the operation of the efficient catering service that meets the needs of the school and is completed to the required standard of the school specifications.

### Accountabilities (all of which are in conjunction with the strategic responsibility of the Senior Line Manager)

- Basic preparation of food and beverages
- Basic cooking under supervision
- Transporting and serving meals
- Setting up and clearing away service points and dining equipment and furniture
- Washing up
- Cleaning kitchen, scullery, dining area, access areas and furniture equipment
- Movement of dining furniture
- Replenishing and cleaning drink cabinets
- Sales of minor consumables
- Maintain safe and hygienic working practices at all times
- Other related duties as directed.

### Professional Accountabilities

(This list is not exhaustive and should reflect the ethos of the school)

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 through:

#### Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

#### Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

#### People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.

- Recognise own strengths, areas of expertise and use these to advise and support others.

**Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**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 Academy's Health and Safety policy.

**Note 1:**

The content of this job description will be reviewed with the post holder on an annual basis in line with the Academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Catering Assistant  
Person Specification**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• A willingness to undertake training</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Food Hygiene &amp; safety</li> </ul>	Application Interview
<b>Experience &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Previous catering experience</li> <li>• Good communication skills.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Have flexible approach to work.</li> <li>• Maintenance of a clean and hygienic appearance</li> </ul>		Application Interview References
<b>Professional knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>• Demonstrate the understanding and ability to maintain a safe and hygienic working environment.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> </ul>		Application Interview References
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> </ul>		Application Interview References

	<ul style="list-style-type: none"> <li>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>		
<b>Circumstances &amp; Health</b>	<ul style="list-style-type: none"> <li>Good record of attendance and punctuality</li> <li>Ability to manage work-life balance</li> </ul>		Application References
<b>Safeguarding Children</b>	<ul style="list-style-type: none"> <li>Good communication skills.</li> <li>Ability to work constructively as part of a team.</li> <li>Ability to relate well to children and to adults.</li> <li>Have flexible approach to work.</li> <li>Demonstrate the understanding and ability to maintain a safe and hygienic working environment.</li> <li>Maintenance of a clean and hygienic appearance</li> </ul>		References Interview

*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. This post is subject to a 'disclosure' check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)*