

## General Catering Assistant

### Job Description

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<b>Post title</b>	<b>Catering Assistant</b>	
<b>Reports to</b>	<b>Cook/Catering Supervisor</b>	
<b>Location of the post</b>	<b>HCAT Schools</b>	<b>Grade 1</b>

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#### Main Purpose of the Post

1. The core focus of this job is to assist the cook in delivering an efficient catering service, operating to the highest standards of food safety. The post holder will do this by carrying out duties such as basic food preparation, setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room.

#### Main Duties and Responsibilities

1. To carry out basic food preparation tasks, for example, weighing up food, preparing fruit and vegetables, making sauces and removing items from ovens.
2. Refill and replace sauces, condiments and other consumables.
3. Putting out dining tables and chairs before service and cleaning them before putting away after service.
4. Serving food and beverages to pupils, staff and visitors.
5. Tidying up the kitchen and dining room, and carrying out cleaning and washing up duties. Sweeping and mopping floors. Removing waste and rubbish to the designated area.
6. To communicate with children and young people at service times, to ascertain their needs and support them in developing good dietary habits. To listen and respond to the concerns of children and young people.
7. To communicate with the Cook and other colleagues in relation to carrying out duties and reporting potential hazards in the kitchen and dining room.
8. To assist the Cook and other colleagues in the careful use and maintenance of equipment, including reporting faults to the Cook, and the efficient use of services, such as gas, electricity and water.
9. To attend training courses as required.
10. To carry out work in accordance with all relevant policies and procedures.
3. 11. To promote a professional image to customers and external parties in order to build confidence in the services the catering service can provide.

4.

HCAT are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

HCAT provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with HCAT Policies and Procedures.

HCAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

HCAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

#### Responsibility

5. **1. Responsibility for Staff:** None
- 2. Responsibility for Customers/Clients:** Working with students, teachers and parents.  
Any other schools across the trust
6. **3. Responsibility for Budgets:** None
- 7.
8. **4. Responsibility for Physical Resources:**  
Ensure efficient use and maintenance of equipment including reporting of faults  
The efficient use of services including gas, electricity and water. Minimising waste.
- 9.

Contacts and Reason for the Contact:

**Within Service Area/Section:** Students, teachers/other colleagues and parents.

**10. With Any Other HCAT Areas:** Engage with catering staff across the trust

**With External Bodies to HCAT:** Liaison with LA e.g Environmental Health / Hull City Council  
Catering

Risks to health

Physical risks – Works within the school kitchen and dining room, where the post holder will be subject to some disagreeable working conditions e.g. heat, noise & smells. However, protective clothing will be provided e.g. apron

Working conditions - low risk.

Emotional Demands - not applicable.

## Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	Level 1 Food Hygiene Certificate Willingness to undertake relevant training, e.g. Food Hygiene, Safeguarding, Restorative Practice	AF, I		
EXPERIENCE	Experience of undertaking basic kitchen tasks.	AF, I	Experience of working in a catering establishment, carrying out basic catering.  Experience of working within catering in a school	AF, I
KNOWLEDGE	Knowledge and appreciation of the need for a caring approach with children, with regard to the importance of healthy eating.  Knowledge and understanding of the importance of good personal hygiene and cleanliness in relation to food preparation and storage	I  I		
SKILLS	The ability to maintain a high level of food hygiene, food safety and health	I, R		

	and safety standards when carrying out duties.			
PERSONAL QUALITIES	Ability to work under pressure and meet deadlines	R		
	The ability to prioritise and manage time effectively	R		
	Reliable & dependable	R		
	Be able to work as part of a team	R		
	Good interpersonal communication	R		
OTHER REQUIREMENTS	Commitment to equal opportunities	I, R		
	Committed to continued personal/professional development.	I, R		
	Flexibility	I, R		

\*Key: AF=application form; I=interview; T=test; P=presentation; R=references