

MATRIX ACADEMY TRUST

Job Description – Catering Assistant

Arrangement	Term Time Only – 37 Hours
Salary	Scale Group 1 Spine points 3-4 Actual salary £13,541.68
Based At	Dame Elizabeth Cadbury
Main Purpose:	The School has a busy kitchen which caters for pupils, staff and visitors as well as other functions and events. In essence the kitchen is operational for at least 39 weeks of the year. The Catering Assistant is responsible to the Head Chef, who in turn is ultimately responsible to the Headteacher. The Catering Assistant will assist the Head Chef in smooth running of the school's central kitchen, meal production and hygiene within the kitchen & bistro area through completion of delegated tasks.
Main Activities:	<ul style="list-style-type: none"> • To supply the highest level of customer care and service whether in the public eye or in the back of house areas. • To prepare, cook and serve any food delegated as your responsibility by the Head Chef ensuring that the highest possible quality is maintained and that agreed standards for food preparation and presentation are met at all times. • To adhere to Matrix Academy Trust policies & procedures in regards to temperature checks, food labelling and dating, cleaning schedules and hygiene regulations at all times and ensuring that all records of such are updated and kept. • To assist with the acceptance and storage of deliveries and that all relevant procedures are adhered to. • To be punctual for work and report directly to the Head Chef. • To be flexible in your work and assist colleagues when required. • To ensure you maintain your work areas to a clean, hygienic and tidy state at all times. • To ensure that all monitoring and temperature checks are carried out daily as necessary and recorded as instructed. • To carry out daily and weekly cleaning and preparatory procedures. • To wear the full and correct uniform at all times whether in the public eye or in the back of house areas. • Carry out duties including food preparation, break & Lunch service, wash up and point of sale provision. • To assist in protecting the Gross Profit % through the control of wastage, stock rotation and portion control. • To remove any hazards and make safe any defects in the kitchen or equipment and report any problems to the Head Chef or Head Caretaker. • To understand Matrix Academy Trusts Health and Safety and Healthy Food Policies. • To be fully aware and adhere to the following procedures: <ul style="list-style-type: none"> • Sickness and accident report procedures, • Fire and evacuation procedure • To comply with all COSHH and safety requirements relating to chemicals and equipment used in the kitchen. • To attend all meeting and training sessions in which you are required. • Any other duty as deemed appropriate to the post by the Headteacher.

PERSONAL SPECIFICATION

	Essential/Desirable	Method of Assessment
1. Physical <ul style="list-style-type: none"> • Fit and healthy as the post requires some physical exertion. • Maintain a good standard of personal presentation. 	Essential Essential	Job and medical history from application form references and medical questionnaire. Performance in interview process.
2. Qualifications <ul style="list-style-type: none"> • Relevant catering NVQ or equivalent qualification. • Candidates must have an adequate level of literacy and numeracy (GCSE in English & Maths). 	Desirable Essential	Application form, interview and reference.
3. Experience <ul style="list-style-type: none"> • Experience of working within the catering/education industry. • Experience of manual handling procedures. 	Essential Desirable	Application form, interview and reference.
4. Skills and Knowledge <ul style="list-style-type: none"> • Ability to lead a team of employees. • Ability to work independently using own initiative. • Can work constructively as part of a team. 	Desirable Essential Essential	Application form, interview and reference.
5. Personal Circumstances <ul style="list-style-type: none"> • The ability and willingness to do additional hours as and when required. • The ability to be flexible in fulfilling contractual hours. 	Essential Essential	Application form, interview and reference.
6. Disposition and Personal Characteristics <ul style="list-style-type: none"> • Dependable and reliable. • Honest & Trustworthy 	Essential Essential	Application form, interview and reference.
7. Legal Requirements <ul style="list-style-type: none"> • Enhanced DBS required. • Must not be prohibited from working with children. 	Essential Essential	DBS Check, application form, interview and reference.
8. Other Requirements <ul style="list-style-type: none"> • Hold a valid food safety certificate 	Desirable	Application form, interview and reference.