

## MATRIX ACADEMY TRUST

### Job Description – Catering Assistant

Arrangement	Term time only
Salary	Scale Group 2 Spine Points 5-8
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 area through completion of delegated tasks.
Main Activities:	<ul style="list-style-type: none"> <li>• To supply the highest level of customer care and service whether in the public eye or in the back of house areas.</li> <li>• 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.</li> <li>• To adhere to Matrix Academy Trust policies &amp; 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.</li> <li>• To assist with the acceptance and storage of deliveries and that all relevant procedures are adhered to.</li> <li>• To be punctual for work and report directly to the Head Chef.</li> <li>• To be flexible in your work and assist colleagues when required.</li> <li>• To ensure you maintain your work areas to a clean, hygienic and tidy state at all times.</li> <li>• To ensure that all monitoring and temperature checks are carried out daily as necessary and recorded as instructed.</li> <li>• To carry out daily and weekly cleaning and preparatory procedures.</li> <li>• To wear the full and correct uniform at all times whether in the public eye or in the back of house areas.</li> <li>• Carry out duties including food preparation, break &amp; Lunch service, wash up and point of sale provision.</li> <li>• To assist in protecting the Gross Profit % through the control of wastage, stock rotation and portion control.</li> <li>• 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.</li> <li>• To understand Matrix Academy Trusts Health and Safety and Healthy Food Policies.</li> <li>• To be fully aware and adhere to the following procedures: <ul style="list-style-type: none"> <li>○ Sickness and accident report procedures,</li> <li>○ Fire and evacuation procedure</li> <li>○ To comply with all COSHH and safety requirements relating to chemicals and equipment used in the kitchen.</li> </ul> </li> <li>• To attend all meeting and training sessions in which you are required.</li> </ul>

Additional duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul>
--------------------	---

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name:..... Date: .....

Postholder Signature:..... Date: .....

## PERSONAL SPECIFICATION

	<b>Essential/Desirable</b>	<b>Method of Assessment</b>
<b>1. Physical</b> <ul style="list-style-type: none"> <li>• Fit and healthy as the post requires some physical exertion.</li> <li>• Maintain a good standard of personal presentation.</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>Job and medical history from application form references and medical questionnaire.</p> <p>Performance in interview process.</p>
<b>2. Qualifications</b> <ul style="list-style-type: none"> <li>• Relevant catering NVQ or equivalent qualification.</li> <li>• Candidates must have an adequate level of literacy and numeracy (GCSE in English &amp; Maths).</li> </ul>	<p>Desirable</p> <p>Essential</p>	<p>Application form, interview and reference.</p>
<b>3. Experience</b> <ul style="list-style-type: none"> <li>• Experience of working within the catering/education industry.</li> <li>• Experience of manual handling procedures.</li> </ul>	<p>Essential</p> <p>Desirable</p>	<p>Application form, interview and reference.</p>
<b>4. Skills and Knowledge</b> <ul style="list-style-type: none"> <li>• Ability to lead a team of employees.</li> <li>• Ability to work independently using own initiative.</li> <li>• Can work constructively as part of a team.</li> </ul>	<p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Application form, interview and reference.</p>
<b>5. Personal Circumstances</b> <ul style="list-style-type: none"> <li>• The ability and willingness to do additional hours as and when required.</li> <li>• The ability to be flexible in fulfilling contractual hours.</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>Application form, interview and reference.</p>
<b>6. Disposition and Personal Characteristics</b> <ul style="list-style-type: none"> <li>• Dependable and reliable.</li> <li>• Honest &amp; Trustworthy</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>Application form, interview and reference.</p>
<b>7. Legal Requirements</b> <ul style="list-style-type: none"> <li>• Enhanced DBS required.</li> </ul>	<p>Essential</p>	<p>DBS Check, application form, interview and reference.</p>

<ul style="list-style-type: none"> <li>• Must not be prohibited from working with children.</li> </ul>	Essential	
<b>8. Other Requirements</b> <ul style="list-style-type: none"> <li>• Hold a valid food safety certificate</li> </ul>	Desirable	Application form, interview and reference.