



MARICOURT CATHOLIC HIGH SCHOOL
JOB DESCRIPTION and PERSON SPECIFICATION

Post: Catering Assistant
Various hours per week term time plus 1 week (39 weeks per year)

Grade: Grade B SCP 2

Responsible To:

Catering Manager, Headteacher, Senior Leadership Team and Business Manager

Responsible For:

N/A

JOB PURPOSE

Responsible under the direction of the Catering Manager, individually or as a member of a team, for the preparation of a catering service to pupils, staff and visitors in accordance with established practices and procedures.

MAIN DUTIES

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world.

To support the policies, procedures and processes laid down in the Staff Manual and as directed by the Governing Body and the Senior Management of the school.

LEVEL 1 - Under the direction/instruction of senior staff undertake

TASKS – OPERATIONAL

Cooking/preparation

- Preparation of meals: prepare food in accordance with agreed recipes/methods
- Prepare ingredients for meals under direction.
- Decant and/or serve food for transportation to other schools and in own school servery.

Maintenance of hygiene

- Ensure that cooked and raw foods are kept separate during the preparation/cooking/service process
- Ensure that clean and dirty processes and kept separate

Cash Handling

- Operate tills, check float

TASKS - RESOURCES	
<ul style="list-style-type: none"> • Ensure the maintenance of a clean and orderly working environment • Timely and accurate preparation of routine equipment/resources/materials as set out in instructions • Undertake basic record keeping as directed • Refill and replace consumables • Report faulty equipment and other maintenance requirements to appropriate person • Comply with school security arrangements i.e. securing entrances/exits as appropriate and reporting potential security breaches • Ensure lights and other equipment are switched off as appropriate 	
TASKS - ORGANISATION	
<ul style="list-style-type: none"> • Monitor and arrange orderly and secure storage of supplies • Daily check for quality/safety e.g. routine visual checks of equipment • Operation of every day equipment in accordance with instructions 	
RESPONSIBILITIES	
<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Attend relevant meetings as required • Participate in training and other learning activities and performance development as required • Comply with health and safety policies and procedures at all times • Treat all users of the school with courtesy and consideration • Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities 	

Experience	<ul style="list-style-type: none"> • General catering work
Qualifications/ Training	<ul style="list-style-type: none"> • Willingness to undertake induction training • Basic Food Hygiene Certificate/Foundation certificate in food hygiene • City & Guilds or NVQ Level 1, or equivalent qualification, in Food Preparation and Cooking (or willingness to acquire qualification) or comparable experience
Knowledge/ Skills	<ul style="list-style-type: none"> • Ability to use relevant equipment • Ability to relate well to children and adults • Willingness to acquire awareness of COSHH regulations • Willingness to acquire awareness of hygiene procedures • Willingness to participate in development and training opportunities • Ability to work on own or as part of a team

- Be prepared to undergo appropriate training.
- Any other duties commensurate with the scale of the post as and when required.
- Administration of first aid as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.