

LINDEN PRIMARY SCHOOL

Job Title:	Catering Assistant	Grade 2
Conditions of Service: 20 hours per week Term time only – 38 weeks per academic year. Leave to be taken during school holidays.		

1. Main Duties and Responsibilities

- To participate in the production of food items in line with the day's menu or with batch baking where appropriate.
- To understand and apply pupil allergen protocols and other dietary restrictions.
- To participate in the care and the cleaning of the kitchen areas, dining room and equipment as required.
- To support the stock rotation system and the appropriate storage of food goods and catering consumable stock
- To serve meals, and to give attention to tables if necessary.
- To assist with the maintenance of quality standards within the catering department.
- To wash all equipment, both kitchen and service items.
- To prepare the dining facilities and assist with the cleaning of the area after service.
- To participate in the completion of all necessary records as required.
- To cooperate with the Catering and Resources Officer with regard to compliance with all food safety legislation relating to the catering industry, and with relevant Health & Safety legislation
- To wear appropriate clothing as required by the Catering and Resources Officer.
- In addition, any other reasonable duties as requested by the Catering and Resources Officer.

2. Person Specification

Essential Characteristics:

- The ability to complete tasks speedily and accurately.
- The ability to communicate effectively with colleagues, pupils, staff and visitors.
- The ability to work either alone or as part of a team.
- The ability to complete all necessary documentation including timesheets, temperature sheets and cleaning schedules.
- Flexibility to work extra school events as required.

Desirable Characteristics:

- Previous experience of working in a school
- Previous experience in a catering environment.
- The ability to work to specified procedures consistently.
- The ability to understand written instructions/information.

3. Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in this post.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and developments available.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

4. Special Conditions

- This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.
- The timing of hours worked will be negotiated between the post-holder and the Head Teacher giving due regard to the requirements of the post.
- Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post.
- The post holder will be expected to respect the confidentiality of any information received. Giving information to parents or others outside of the school staff without express permission could result in disciplinary action.
- The post holder will require vetting in line with DBS procedures.
- The post holder is responsible for keeping up to date with key procedures at the school for example Safeguarding Children and Health & Safety. These issues are everyone's responsibility. A failure to follow procedure could result in dismissal.

Linden Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.