



# Aylsham High School

## Job Description and Person Specification

|                       |   |
|-----------------------|---|
| <b>Job Title</b>      | Catering Assistant  |
| <b>GR Number</b>      | GR0330  |
| <b>Grade</b>          | Scale B   |
| <b>Responsible to</b> | Responsible to Cook/Manager and Head of Finance/Director of Business and Community Strategy |

### Role and Context

|                    |  |
|--------------------|--|
| <b>Job Purpose</b> | To support the work of the Cook/Manager as part of the catering team to produce a healthy and nutritious food offer.   |
| <b>Context</b>     | The school kitchen provides a wide variety of food before school, at morning break and lunchtime and at ad-hoc events and is extremely popular with students and staff. The school has no off-site alternative provision therefore the kitchen plays an essential role in maintaining the daily routine of the school. |

### Principal Accountabilities

#### Duties:

- To assist in the preparation and service of food adhering to “Safer Food Better Business” hygiene practices
- Carry out simple cooking tasks under the direction of the Catering Manager and cooks
- Assist in the serving of prepared snacks and meals to students
- Carry out straightforward checks e.g. temperature monitoring and recording
- Cleaning preparation and eating areas
- Washing up by hand, general cleaning duties to include floor cleaning
- To support the Cook Manager with collecting and processing cash from the cash loader
- To be available to provide refreshments at ad-hoc events during the school day and after school (agreed in advance)
- To support other schools within Aylsham Learning Federation as catering assistant to cover sickness and absence as necessary

#### Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

#### Food Safety:

- Comply with all relevant food safety and health and safety legislation, ensuring that the best food practices and kitchen hygiene protocols are adhered to
- Provide guidance to other kitchen staff in maintaining high culinary standards
- Provide input to stock rotation, ensuring that stock is correctly rotated to prevent foodstuffs from becoming out of date
- Ensure that all leftover food is stored correctly
- Assist with completing daily food temperature charts
- Assist with ensuring that food wastage is minimised
- Maintain a high standard of cleanliness throughout the kitchen area
- Maintain a high level of hygiene, including wearing protective clothing, such as latex gloves, where necessary
- Adhere to relevant food preparation standards and guidelines



# Aylsham High School

## Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

|                                 |   |           |
|---------------------------------|---|-----------|
| Experience                      | <p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> <li>• At least one years spent working within a kitchen environment.</li> <li>• Working in accordance with hygiene and food guidelines and requirements</li> </ul>  | Essential |
|                                 | <ul style="list-style-type: none"> <li>• Experience within a school environment</li> </ul>  | Desirable |
| Qualifications and Training     | <p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• Food Hygiene Certificate OR be prepared to undertake food hygiene certificate training</li> </ul>   | Essential |
| Skills, knowledge and aptitudes | <p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate knowledge of nutritional requirements</li> <li>• Explain the importance of portion control</li> <li>• Demonstrate an understanding of how to store and prepare food correctly</li> <li>• Show an understanding of how to check the quality of food following a delivery</li> <li>• Explain the principles of hygiene and cleanliness, and how these are maintained</li> <li>• Work as part of a team</li> </ul>   | Desirable |
|                                 | <ul style="list-style-type: none"> <li>• Knowledge of school policies and procedures</li> </ul>   | Desirable |
| Personal Qualities              | <p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• A keen interest in food and cooking</li> <li>• Creativity and imagination for food presentation</li> <li>• A good attendance and punctuality record</li> <li>• Excellent verbal and written communication skills</li> <li>• Excellent time management and organisation</li> <li>• High expectations of self and professional standards</li> <li>• High standards of cleanliness and hygiene</li> <li>• The ability to work under pressure</li> <li>• The ability to maintain successful relationships with other colleagues</li> <li>• A willingness to work outside of the timetabled day where necessary</li> <li>• High levels of drive, energy and integrity</li> </ul> <p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Confident, reliable and flexible</li> <li>• Able to maintain confidentiality where necessary</li> <li>• Committed to contributing to the wider school and its community</li> <li>• Capable of handling a demanding workload and successfully prioritising work</li> </ul> |           |



# Aylsham High School

## General Information

The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

## Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold **the co-operative values**:

**Self-help** - we help people to help themselves

**Self-responsibility** - we take responsibility for, and answer to our actions

**Democracy** - we give our members a say in the way we run our organisation

**Equality** - we are genuinely inclusive and pursue success for everyone

**Equity** - we carry out our work in a way that is fair and unbiased

**Solidarity** - we share interests and common purposes with our members and other co-operatives

## Our Ethical Values are:

**Openness** - nobody's perfect, and we won't hide it when we're not

**Honesty** - we are honest about what we do and the way we do it

**Social responsibility** - we encourage people to take responsibility for their own community, and work together to improve it

**Caring for others** - we are a nurturing community that takes care of each other and we regularly support charities and local community groups