**Job Description: Catering Assistant**

**Reports to:** Cook

**Start date**: September 2020

**Working Pattern**: 1 post 25 hpw TTO; 1 post 35 hpw TTO

**Salary:** £12,170; £17,040

**The Role**

As a Catering Assistant you will be working as part of a team who ensure the delivery of a consistent, high-quality meal service that meets the needs of the Academy by assisting with all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the kitchen and food service operations.

**Key responsibilities**

* Assist in the preparation and cooking of a range of nutritious food for meal times
* Serve the food to an exceptional standard and interact with the staff and pupils in an appropriate and helpful way, providing a knowledgeable service at all times, in particular regarding allergens and other dietary requirements.
* Assist in the sale, service and clearing of all food, beverages and utensils.
* Assist with routine and deep cleaning of the kitchen, food storage, service and dining areas, including heavy and light equipment and machinery, crockery and cutlery, in accordance with the cleaning schedule
* Follow established kitchen systems and procedures to guarantee an efficient and organised meal service.
* Assist with events and functions as required.
* Receive deliveries, ensure correct stock rotation ensuring that all perishable and non-perishable commodities are stored under the correct conditions
* Assist in lunch payment system as required

**Other**

* Actively promotes the safety and welfare of our children and young people
* Ensures compliance with Ark’s data protection rules and procedures
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
* Carry out any other reasonable tasks as directed by the Cook or Chef Manager.

**Person Specification: Catering Assistant**

**Qualification Criteria**

* Health & Hygiene Certificate L2 (desirable)

**Experience**

* Experience working in a busy kitchen
* Experience catering in large quantities within a school setting, desirable

**Personal Characteristics**

* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Friendly, calm and approachable, even under pressure.

**Other**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.