

Role	Grade	Location	Reports to
Catering Assistant	Grade 2	Prospect House Primary School	School Cook Manager

The Catering Team is responsible for delivering an outstanding catering service to our schools, supporting the Trust in its teaching and wider operations by ensuring students and staff are provided with excellent customer service and high quality, nutritious meals to support a healthy learning environment.

Main purpose of the job:

To work as part of the Team and contribute to the achievement of its objectives, providing an effective and efficient catering service. This includes preparing and serving food, maintaining the associated catering areas in accordance with food hygiene regulations.

Key relationships:

The post holder will report to the School Cook Manager and work closely with catering team members and lunchtime organisers.

Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.

Main accountabilities:

- A requirement to be involved in food preparation, make sandwiches and work the tills
- Assist with the preparation, setting up and serving of meals in line with food hygiene regulations.
- Clean kitchen equipment and dining furniture as required in designated areas.
- Assist with the moving and setting up of dining furniture in designated areas.
- Ensure compliance with food hygiene and COSHH (Control of Substances Hazardous to Health) regulations at all times.
- Provide a customer focused services, which is courteous and responsive and meets the needs of the customers at all times.
- Support the team in promoting equal opportunities in the workplace and delivering services, which are accessible and appropriate to the diverse needs of service users.
- Actively pursue own personal development and take full advantage of training provided.
- Undertake such duties as may be considered appropriate by the School Catering Manager in line with the needs of the service.

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prospere.org.uk/about-us/vision-values>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person

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

- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification – Catering Assistant Grade 2	Essential / Desirable	Assessment stage
Qualifications		
Hold a Food Hygiene Certificate or an equivalent qualification	Desirable	Application
Hold a First aid qualification	Desirable	Application
Enhanced DBS (Disclosure and Barring Service) check	Essential	Pre employment
Knowledge and Experience		
Active listening and verbal communication skills for effective interaction with customers, other catering colleagues and Trust employees.	Essential	Interview
Knowledge of basic hygiene and health and safety.	Essential	Application, Interview
Ability to work under supervision and as part of a team.	Essential	Interview
Basic numeracy and ability to accurately complete daily returns.	Essential	Application, Interview
Willing to abide by the Trust’s no smoking policy.	Essential	Interview
Experience of Food preparation	Desirable	Application
Experience using tills or other payment systems	Desirable	Application
Behaviours and Values		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview
Demonstrate a commitment to appropriate dress code, wearing uniform provided	Essential	Interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.