

Farsley Farfield Primary School / Leeds City Council Job Description

Service

Schools

Post Title

Catering Assistant

GRADE

A1

Post Ref

00043

Post(s) to which directly responsible

Immediate line manager

Post(s) for which directly responsible

None

Purpose of job

- To assist in the provision of a high quality catering service

Responsibilities

- Assisting in the preparation of food and drink.
- Providing an efficient and polite service to customers.
- Cleaning in the kitchen and all service areas.
- Ensuring that Health and Hygiene Regulations are adhered to.
- Promoting the objectives of school's catering service via the provision of a quality service at all times.
- Be able to work as part of a team and act on instructions from senior staff.
- To wear appropriate protective clothing (including rubber gloves) as requested.
- Attending appropriate training courses/seminars as requested.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To undertake any other duties that are required within the post including any relevant training.

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at Farsley Farfield Primary School

Farsley Farfield has access by stairs and lift and is accessible by disabled persons to the ground floor by a portable ramp on request

Special Requirements

There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Economic conditions

Grade:	A1
Annual Leave:	Term time only working (plus xx days)
Hours:	12.5 hours per week
Conditions of Service:	NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

Job Description Prepared / Reviewed by:	Rachel Hawkhead	Date:	10/07/2018
Job Description Approved by:	Laura Marshall	Date:	10/07/2018

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
The ability to work as part of a team and communicate effectively with others	*		
The ability to understand and follow instructions	*		
Preparation of basic ingredients e.g. sandwiches, salads and snacks	*		
The ability to work under pressure	*		

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Knowledge of Health and hygiene Regulations.	*		
Experience of working as part of a team	*		
Knowledge of catering		*	
Knowledge of cleaning procedures for catering equipment		*	
Participate in development and training opportunities	*		

EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		
Experience in the use of the Microsoft package	*		
Experience of working as part of a team		*	
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form T = Test I = Interview C = Certificate		
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