PLUME
Maldon's Community Academy

Job Description

Job title: Catering Assistant

Main purpose of job:
To assist with the preparation of food and drinks to the standard defined by the Catering, Cleaning and Hospitality Manager.

Department: Catering

Location: Plume Academy, either campus as directed

Position reports to: Catering, Cleaning and Hospitality Manager

Position is responsible for: N/A

Length of contract: Permanent, Hours, Monday to Friday 9:30am - 2:30pm, 25 hours paid per week (30 minutes unpaid rest break), term time only (38 weeks)

Salary: Plume Academy Support Staff Payscale Band 1 Point 7 – 10. Actual starting salary £13,852.97.

Key Responsibilities and Accountabilities

Main Duties:

- to serve food and drinks at designated times during the academy day, to include operating the tills
- to serve meals during the lunchtime meal session (this includes operation of tills.)
- to ensure that the academy's reputation for food quality and service is maintained to a high standard
- to sweep the service area floor after the break and lunch time
- to load and unload the dishwasher as required
- to assist with the cleaning of the kitchen, including sweeping and washing the kitchen floor
- to ensure that all operations are conducted according to the academy's policies and procedures and current relevant legislation.

Other Responsibilities

- to undertake any tasks delegated by the Catering, Cleaning and Hospitality Manager and/or Cook
- to assist in catering functions outside of normal working hours as appropriate and by agreement
- to work at either campus as directed by the Catering, Cleaning and Hospitality Manager.

General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

PLUME
Maldon's Community Academy

Person Specification

Person Specification - Qualifications and Experience	Essential	Desirable
Educated to Level 2 standard of education		✓
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages		✓
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of working within a similar setting or job role		✓
Experience of managing staff and students to resolve conflict		✓
Experience of responsibility in a pastoral area		✓
Knowledge, Skills and Abilities	**Essential**	**Desirable**
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance		✓
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
Personal Qualities	**Essential**	**Desirable**
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	