Catering Assistant

Reports to:	Catering Manager
Full Time/ Part Time:	Part time, term time, 20hrs per week
Working Hours:	4 hours per day, Monday to Friday, 11am to 3pm or as required by the Catering Manager
Role Summary:	Performs a variety of manual tasks associated with food production and service in the catering unit.

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

Main Duties and Responsibilities:

Performs all or some of the following task groupings:

Cleaning

- To clean allocated pieces of catering equipment, plates, cups etc. using instructions and cleaning materials.
- To operate an industrial dishwasher.
- To exercise due care & attention to ensure minimal breakages of equipment.
- To transport provisions, equipment and other catering related items as required.
- To maintain clean working environment at all times, with special regard to hygiene.
- To ensure the end of day cleanliness of the dishwasher machine with a daily clean to a safe hygienic standard
- To ensure the proper storage/disposal of all waste products in accordance with Mandatory regulations

Customer Service

- Greets all customers helpfully and courteously
- Gives customer with information about products

May be asked to

- Assist with basic food preparation
- Assist with replenishing food counters
- Be asked to keep limited records (e.g. counter checks and stock sheets)
- Assist with the preparation and service at special functions

Must

- Ensure that all policies and procedures are adhered to including health and safety
- Ensure that any local agreements are honoured

Experience

- Experience in similar environment
- Relevant qualifications or past training not essential
- Good people skills and able to work as part of a team
- Good communication and organisational skills
- Ability to prioritise
- Manual dexterity for quick, skilful handwork, such as vegetable preparation
- Able to keep limited written records on standard forms

Leadership Behaviours

- 'Can Do Value'
- Drive for results: Does the Job well
- Is enthusiastic and works hard
- Does what is asked and delivers what is required
- Organises and prioritises tasks and sees them through to completion
- Focuses on minimising waste (be physical or duplication of effort)

Resilience: Tackles day to day issues confidently

- Resolves day to day issues promptly without needing direct supervision
- Appears confident in person
- Tries more than one approach to overcome a problem

Embrace Diversity

- Understanding and Respecting others: Recognise difference
- Recognises and appreciates difference (e.g. cultural, gender)
- Treats everyone with dignity and respect
- Demonstrates self-awareness
- Acts consistently with the values and beliefs of an independent school

Hygiene, Health and Safety

- Report any equipment and/or building fabric faults and any hygiene, health and safety hazards to the Head Chef or Catering Manager
- Operate all equipment in accordance with the instructions received, ensuring safe working practices, and reporting any faults/hazards immediately to your manager
- Understand and adhere to all Health and Safety issues as directed ensuring they are looked after
- Wear Personal Protective Equipment, as required, when carrying out specific duties
- Work in a safe and tidy manner at all times, ensuring consideration for colleagues
- Understand my responsibilities in respect of health and safety at work and confirm fully to the rules as explained

Passion for customers and clients: Sets standards for quality delivery

- Clearly defines needs and requirements
- Develops individual and team standards for service delivery

- Listens carefully to customers or clients

Problem Solving

- Identities tasks in order of importance
- Breaks problems into simple lists of tasks or activities
- Organises parts of a problem in a systematic way

Teamwork

- Shares all relevant or useful information
- Supports team decisions
- Offers help and support to colleagues and teams

Influence and Impact: Uses simple persuasion Techniques

- Tends to rely upon one style to have impact
- Uses few influencing techniques
- Uses facts and figures when persuading others

Pastoral Care

- Be conversant with, and apply, the School's safeguarding policy
- Support the aims and ethos of the School
- Treat all members of the School community with respect and consideration
- Be aware of the school policy on anti-bullying and where incidents are suspected, investigate quickly and report any incident to the Designated Safeguarding Lead

General

- As a term of your employment, from time to time, you may be required to perform duties of a similar or related nature to those outlined in this job description

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process.

All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a staff member becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the Designated Safeguarding Leads or to the Headmaster/Head of the Junior School.