



Brabyns Preparatory School

Job Description & Personal Specification

Catering Assistant

est. 1899

Please Note:

All job descriptions are reviewed upon appointment as part of the School induction procedure

A. Main Purpose of the Post

To assist with all the School's catering needs, helping to provide well balanced menus and healthy food, and ensuring the kitchen complies with all regulations.

All staff are required to be positive about their work and the School and need to be adaptable, supportive, vigilant, and willing and to enjoy working in a School.

B. Responsible to

Business Manager - Line Manager along with Catering Manager & Senior Leadership Team

C. Working Hours & Salary

- The core working hours for this post are for 180 days per academic year (Term Time & staff INSET Days) Monday–Friday from 10:45am-1:45pm
- Occasionally due to School events hours need to be changed, eg starting / finishing earlier due to trip when packed lunches need preparing.
- Additionally you are required to attend the School Celebration Night along with all INSET days normally 8:30am-4:30pm & any other additional days (for extra pay and with due notice) as required.

D. Main Responsibilities – Catering Duties

1. To assist with the preparation and cooking of food.
2. To serve food to the children and staff at lunchtimes.
3. To assist with the daily preparation of the dining room and serving counter.
4. To prepare snacks for Nursery & Wraparound Care and other classes as required, including running regular healthy snack days.
5. To collect used crockery and cutlery at the end of the lunch period.
6. To assist with deliveries.
7. To assist in the preparation of food as required for various functions at School including Little Stars.
8. To help in organising the food and refreshments for staff training days.
9. To assist in providing hospitality for visitors to the School.
10. To cater for children attending clubs who may need to take their meals at different times, at times this may mean supervising their eating of the lunches.
11. To help maintain high standards of hygiene and cleanliness throughout the kitchen area and the area of the dining room where food is served in accordance with appropriate standards of health and safety legislation.
12. To be responsible for cleaning duties in the kitchen and dining areas,
 - including the washing of kitchen utensils, crockery, cutlery and other items used for catering purposes
 - replenishing stocks during lunchtime.
 - clean and sterilise all areas of the kitchen and floor after each session
 - launder kitchen dirty linen and other School washing.
13. To remove waste to bin areas.
14. To undertake a complete clean down of all kitchen areas prior to the start of each term.
15. To liaise with teaching staff on duty during the lunch period, this may involve attending meetings with them on occasions.
16. To assist with the recording temperatures of foods and fridges and freezers accordingly (normally daily), and acting upon these temperatures as required.
17. To ensure all equipment is correctly handled and maintained and that appropriate protective items are worn.
18. To assist in ensuring that the kitchen and dining room are maintained in a clean, hygienic and safe condition.
19. To undertake any other duties involving lunch time preparation, serving or clearing away which the Catering Manager may require.
20. To be responsible for the refreshments provided in the staff room and for the Headteacher and other office's as required, ensuring items required are readily available.
21. At times, to lead or help with, the setting up, and clearing away (including cleaning) the tables for lunchtime and for other functions.
22. To be able to lead / assist with leading the kitchen in the Catering Manager's absence.

E. General Duties applicable to all Support Staff

These are general duties that are relevant to all Support Staff

General

- To be a supportive member of staff, actively involve themselves in School life and undertake such other duties and responsibilities related to the post, when requested by any member of the Leadership Team
- Promoting the general progress and well-being of the children and be sensitive to the needs of all children
- To ensure that all information pertaining to individual children's home life and other School matters be confidential and revealed on a "need to know" basis
- To communicate effectively and courteously with parents and assist with the promotion of parental support
- Communicating and co-operating with persons or bodies outside the School
- To maintain the School's behaviour code and promote a high standard of behaviour amongst the children
- Taking and editing of digital photos

Performance Review and Training:

- Participating in any arrangements for the appraisal of your own performance and that of other staff
- Periodically reviewing your methods of work
- Participating in arrangements for further training and professional development

Discipline, Health and Safety & Equal Opportunities:

- Helping to maintain good order and discipline among the children and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere
- To deal with medical incidents with the children as required
- To ensure that accidents and near misses associated with their work and defects of equipment and buildings are reported appropriately
- To undertake responsibilities with due regard to the School's equal opportunities policy

Staff Meetings

- Participating in meetings at the School as relevant

Cover

- Covering for another member of staff who is not available to carry out their job

Review of Job Description

Upon appointment the Job Description will be agreed and signed by both the Headteacher and the Post Holder. The post holder must accept the value of redefining her/his duties and responsibilities by mutual agreement with the Headteacher, as and when the need arises.

Salaries are reviewed the September following being in position for a whole year.

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Personal Specification

The skills and attributes that follow are essential to the role. The Post holder is expected to apply them, singly and in combination, in relation to each of the key areas in the Job Description.

A: Communication skills

The ability to make points clearly and understand the views of others

The Post holder should be able to:

- Apply a personable and cheerful manner with the ability to communicate clearly, concisely, both verbally and in writing to children, colleagues and parents
- Demonstrate integrity, discretion and confidentiality
- Negotiate and consult effectively
- Manage good communication systems, including leading other staff
- Demonstrate a high level of computer literacy
- Develop, maintain and use an effective network of contacts
- Demonstrate a confident and open approach.

B: Self-management

The ability to plan time effectively and to organise themselves well

The Post holder should be able to:

- Demonstrate a high level of loyalty and professional conduct
- Works well as part of a team to make an active contribution towards the team goals
- Prioritise and manage their time effectively within a changing, pressurised working environment
- Be self-motivating
- Work with enthusiasm and dedication
- Achieve challenging professional goals
- Take responsibility for their professional development.

C: Decision making skills

The ability to investigate, solve problems and make decisions

The Post holder should be able to:

- Collect and weigh evidence, make judgments and take decisions
- Analyse, understand and interpret relevant information and data
- Think creatively and imaginatively to solve problems and identify opportunities
- Demonstrate good judgment
- Follow and apply School rules.

D: Previous experience & Attributes

The ability to transfer effective previous skills and experience to the role

We are looking for someone who has previous experience within and/or knowledge or a willingness to learn and the common sense to apply, the following areas, applications and skills:

Essential Attributes

- a pleasant, patient and confident manner with children, staff, parents and visitors
- communicate effectively
- work hard and be able to cope well with working under time pressure
- be able to organise and manage work load effectively
- work well as part of a team to make an active contribution towards the team goals
- be aware of the obligations set out in the staff handbook
- apply food hygiene procedures
- a high level of loyalty, professional integrity, discretion and confidentiality
- accept the value of redefining duties and responsibilities by mutual agreement with the Leadership Team, as and when the need arises
- the ability to assimilate different types of information, identify options and come to a logical conclusion

Desirable Attributes

- appropriate catering / food handling / hygiene qualifications
- some appropriate catering and / or management experience
- worked in a School, or similar environment previously
- to be able to lead the kitchen in the Catering Manager's absence