TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

At TCH we value our individual pupils and staff for the breadth and variety of their talents. Our core values are effort, commitment, respect for others, thoughtfulness, and consideration.

JOB DESCRIPTION

TITLE OF POST: CATERING ASSISTANT

ACCOUNTABLE TO: CATERING MANAGER

ROLE PURPOSE: To maintain a clean, safe working environment and to assist in the delivery of high standards of cooking and serving of food to pupils, staff and visitors.

A. MAIN DUTIES AND RESPONSIBILITIES

1. To provide a friendly, informative and efficient service to all pupils and staff in the dining room/ at the food counter.
2. To work in a clean, tidy, safe and organised manner at all times.
3. To clean crockery, utensils, cutlery, containers and small scale equipment manually and by machine washing.
4. To maintain cleanliness of kitchen floors, work surfaces, and related equipment.
5. To work on other basic food preparation and cooking under the direction of the Catering Manager.
6. To carry out temperature control checks as required.
7. To comply with health and safety and food hygiene regulations and maintain high standards of personal hygiene.
8. To report faulty equipment or any incidents/accidents/near misses arising to the Catering Manager immediately.
9. To serve food in the dining room and ensure tables are cleared, water replenished and adequate supplies of clean cutlery available.
10. To ensure all stock is stored correctly, replenished and used on a rotational basis.
11. To participate in function catering as required by the Catering Manager.
12. To undertake any other reasonable duties as required by the Catering Manager, Supervisor or Bursar.

B. GENERAL RESPONSIBILITIES

- To be flexible and prepared to undertake other duties as appropriate to the grade and skills of the post holder in order to maintain the efficient running of the school.

- The post-holder will attend relevant training as identified by the Catering Manager/Assistant Bursar to meet the requirements of the school. It is expected that the knowledge and skills acquired from attendance at such training will be shared and applied within the team as appropriate.

- The post holder is expected to comply with the statutory provisions of health and safety at work legislation and school policy and always to work in a safe manner and not to put self or others at risk.

- It is a requirement that all employees of the school maintain confidentiality of information acquired in the course of undertaking their duties here.

- To comply with the School's Core Values.

April 2021

PERSON SPECIFICATION – Catering Assistant

	ESSENTIAL	DESIRABLE	Assessed From:
Qualifications		Basic food hygiene certificate	Application
Experience		Similar experience within a catering/service environment	Application Interview/ References
Knowledge and Skills	Good communication/'customer service' skills High standards of presentation Skilled at balancing conflicting demands Physical skills to meet the requirements of the role	Some knowledge of food preparation and presentation	Application/ Interview/ References
Disposition and attributes	Able to work effectively and conscientiously on own initiative and within a team Committed to safe working Physically fit to undertake the requirements of the role Sees tasks through to completion High standards of personal and professional integrity Cheerful and positive disposition Meticulous with high standards of attention to detail Flexible and adaptable, able to multitask under pressure Able to cope with a sometimes noisy and humid working environment Trustworthy – able to respond to safeguarding needs of children and young people		Interview References

	Responsible – able to work sensitively and responsibly with children and raise any safeguarding concerns		