



## Northumberland Church of England Academy Trust

### JOB DESCRIPTION

**JOB TITLE:** Catering Assistant  
**SCHOOL:**  
**SALARY:** Band 1  
**RESPONSIBLE TO:**

### PURPOSE OF JOB:

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

The purpose of this role is to assist in the preparation for and in the service of meals and refreshments and undertake associated kitchen duties. Work is carried out under the supervision of a Catering Manager or Cook.

### MAIN RESPONSIBILITIES:

- Assist with the basic preparation, cooking and service of food and beverages
- Setting up of the dining area, including washing tables etc.
- Packing meals for transport to other locations where appropriate.
- Transport meals between kitchen and serving or dining area as necessary
- Preparation of other service points, as necessary.
- Assistance with the service of meals and refreshments as required.
- Clearance of the dining area and other service points after meal service.
- General kitchen duties to include washing up and cleaning of equipment, cupboards, surfaces etc.
- Setting up of dining furniture as and when required.
- Assist with the administration, collection, reconciliation and security of monies relating to the service including till operation and operation of cashless systems.

- Assisting with the receipt and storage of goods, stocktaking and completion of daily monitoring sheets.
- Assistance with thorough cleaning of kitchen area and equipment and dining furniture - prior to each school term.
- Assistance with thorough checking of light kitchen equipment.
- Assisting with the operation of vending services where necessary.
- Assisting with special events as and when required.
- Ensure compliance with Health and Safety legislation and the Trust policies in all aspects but especially when using materials, tools and equipment.
- Attend training sessions as and when required.
- May be required to cover other sites and duties appropriate to the nature, level and grade of the post.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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<b>Post Title: Catering Assistant</b>		
<b>Person Specification:</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>● No specific experience is necessary but the candidate must be capable of undertaking general duties, including basic food preparation, in a catering establishment.</li> <li>● Flexible approach to work times which may occasionally, be subject to variation</li> <li>● Flexible approach to nature of duties performed</li> <li>● Experience of general kitchen duties</li> <li>● Cooking experience in catering establishment</li> </ul>	✓  ✓  ✓	   ✓ ✓
<b>Skills &amp; Competencies:</b> <ul style="list-style-type: none"> <li>● Basic literacy and numeracy.</li> <li>● Manual skills associated with food preparation</li> <li>● Ability to work in a commercial kitchen environment</li> <li>● Regular need to lift and carry items of a moderate weight</li> </ul>	✓ ✓ ✓ ✓	
<b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>● No specific knowledge and experience is required but, if not already possessed, the Basic Food Hygiene Certificates and City &amp; Guilds Qualifications, described in the Desirable Column opposite, must be achieved within, ideally, six months of commencement.</li> <li>● Driving licence</li> <li>● Access to motor vehicle for your own use</li> <li>● Basic food hygiene certificate</li> <li>● Nationally recognised qualification e.g. City &amp; Guilds 706/1, NVQ Level 1 or 2 – Food preparation and cooking or equivalent</li> </ul>	✓	   ✓ ✓ ✓ ✓
<b>Physical, mental and emotional demands:</b> <ul style="list-style-type: none"> <li>● Commitment to helping provide a high quality service to children and families</li> </ul>	✓	
<b>Other:</b> <ul style="list-style-type: none"> <li>● Willingness to participate in training and development</li> </ul>	✓	