



**St Francis Xavier's College**

<b>Post Title:</b>	<b>Catering Assistant</b>
<b>Salary:</b>	<b>Grade 1 Scale Point 2-3</b>
<b>Reporting to:</b>	<b>Catering Manager</b>
<b>Working Hours:</b>	<b>See Job Advert for vacancies details</b>
<b>CRB Disclosure Level:</b>	<b>Enhanced</b>
<b>General:</b>	<ul style="list-style-type: none"> <li>● To uphold the Mission Statement of the college in keeping with the Catholic ethos.</li> <li>● To always work effectively in keeping with the stated aims of the Mission Statement.</li> <li>● To promote Gospel values with pupils, staff, families and Governors.</li> <li>● To act at all times in the best interests of pupils and staff, by carrying out the Professional Responsibilities outlined in STPCD.</li> <li>● To assist the Headteacher and Governors in leading strategy and policy development so that staff and pupils are set and achieve rigorous, personal and measurable targets.</li> </ul>
<b>Role &amp; Responsibilities</b>	<p><b>The role of a Catering Assistant is to:</b></p> <ul style="list-style-type: none"> <li>● To develop and maintain an efficient and effective catering service.</li> <li>● To provide a consistently high standard of service to the school.</li> <li>● To work alongside the Catering Team, ensuring the delivery and quality of the catering operation is to the highest standards.</li> <li>● The post-holder will be committed to promoting the welfare, appropriate development and protection of young people.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>● Preparation and presentation of food to the highest standards</li> <li>● Serving and clearing the food areas to exceptionally high standards</li> <li>● Washing up crockery and utensils after service to an exceptionally high standard</li> <li>● Actively involved in the cleaning of the catering equipment and all dining room areas including toilets, on a daily and weekly basis as directed by the Catering Manager in accordance with cleaning rotas</li> <li>● Be confident in dealing with any customers concerns as they arise and taking any corrective action necessary</li> <li>● Actively encourage the children to enjoy a well-balanced diet and make sensible choices</li> <li>● Together with the Catering Manager and Head Chef, attend parents evenings, school functions and any other school event to encourage use and awareness of the service</li> <li>● Be confident in the use of electronic equipment, i.e. till operation and procedures to company standards</li> <li>● Be willing to undertake any training relevant to the post, i.e. Foundation Food Hygiene Certificate/Health and Safety Certificate.</li> </ul>

	<ul style="list-style-type: none"> <li>● Carry out other duties as reasonable correspond to the general character of the post not specifically mentioned herein and are commensurate with its level of responsibility. The duties of the post may vary to meet changing circumstances of the business.</li> </ul>
<b>Additional</b>	<ul style="list-style-type: none"> <li>● The post holder is expected to demonstrate alignment to, and willingness to support the organisation purpose, aims and commitment to its values and behaviour</li> <li>● Selection criteria and procedures are regularly reviewed to ensure that individuals are treated on a basis of their relevant abilities. A copy of our equal opportunities policy is available on request</li> <li>● This post is subject to employment checks and an enhanced Disclosure &amp; Barring Service (DBS) check</li> <li>● Safeguarding - The employee must adhere to the College's Safeguarding procedures at all times as outlined in the College's Child Protection and Safeguarding Policy and DfE guidance "Keeping Children Safe in Education".</li> </ul>

This job description should be seen as enabling rather than restrictive and will be subject to regular review. Specific responsibilities for Catering Assistant posts may change to meet the needs of the school at any time.

<b>Signed (post holder):</b>	<b>Signed (Headteacher):</b>
<b>Date:</b>	<b>Date:</b>

***'St Francis Xavier's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors' volunteers and visitors to share this commitment'***