

FURNESS ACADEMY

JOB DESCRIPTION/ PERSON SPECIFICATION

Position	General Catering Assistant
Responsible to	Catering Manager

Job Description	
Core Purpose	<p>Being part of a highly skilled team to deliver healthy nutritious meals to all our students complying within all government guidelines.</p> <p>Take a lead in organising and running hospitality events for the Academy</p>
Key Areas of Responsibilities and Accountability include:	
<u>Core Duties General Catering Assistant:</u>	
<ol style="list-style-type: none"> 1. Under the direction of the Catering Manager/Cook, prepare food which may be consumed immediately or at a later time away from the dining room, working at all times using good food safety practices. 2. Prepare dining and serving areas to the accepted standard, this includes the setting out and correctly distributing dining room furniture and equipment. 3. Serve drinks and food at the specified times to the designated portion size. This may involve transporting and serving food around the site. 4. Be aware and ensure the provision of special dietary needs for individual pupils and advise about healthy choices. 5. Operate tills in accordance with instructions. 6. Check goods received against orders for quality and quantity as required by Catering Manager and advise of any problems or shortages. Advise the Catering Manager of what needs ordering as stocks run low. Adhere to the procedures in the kitchen to ensure stock rotation and advise management of any damage to or potential waste of perishable goods in the kitchen. 7. Undertake regular cleaning duties each day including operating the dishwasher and washing up. Carry out occasional deep cleaning on designated cleaning days to ensure that the kitchen and equipment is kept in clean and hygienic state. Complete cleaning rotas and verify times and activities completed. Record and report and defects in the kitchen and equipment so that repairs can be made. 8. Record accurately all information with regard to health and food safety on a day to day basis as required by the Catering Manager. 9. Ensure that personal appearance, including uniform and foot wear, comply with standards set down by the Catering Manager and are in line with food hygiene regulations. Report any illness that may affect your ability to work with food. 10. Provide support where required to the students. 	

Core responsibilities (Hospitality):

1. To take the lead in organizing hospitality for events working in conjunction with the Catering Manager and Cook to ensure customer needs are met.
2. Proactively look for new hospitality business
3. Provide a warm welcome for customers ensuring their needs are met and customer satisfaction is high.
4. Receive food & drink orders & serve customer hospitality requests at all required events.
5. Develop the role to become cost effective and sustainable for the Academy

Whole School Responsibilities:

1. Be positive influence on the climate and culture of the Academy and lead by example at all times.
2. To contribute to the provision of an efficient catering service.

Other:

1. Attend staff meetings as required.
2. To participate in a personal staff development/appraisal process in accordance with Academy policy.
3. Carry out any other reasonable responsibilities, as directed by the Headteacher, or Catering manager compatible with the role and grade of the post.
4. To take part in training as required by the Academy.

Person Specification

Qualifications and Professional Development	<p>Essential</p> <ul style="list-style-type: none"> ▪ Not essential training will be given. <p>Desirable</p> <ul style="list-style-type: none"> ▪ N.V.Q level 1 ▪ Hold a current basic food hygiene certificate.
Knowledge, Skills and Competences	<p>Essential:</p> <ul style="list-style-type: none"> ▪ Ability to work as part of a team. ▪ Knowledge of health & safety procedures and precautions. ▪ Knowledge of health & hygiene procedures. ▪ Knowledge of moving and handling procedures. ▪ Good verbal communication skills
Experience	<p>Essential</p> <ul style="list-style-type: none"> ▪ Not essential training will be given <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Previous experience of school catering ▪ Working in a busy environment ▪ Interacting with s ▪ Working knowledge of all of policies and procedures within the Academy