Ysgol Henry Richard

Job Description

Job Description

Post Name	**Relief Catering Assistant**
Grade SCP and salary	Grade 2
Spinal point	2
Job Purpose	To assist the Cook-in-Charge to manage the kitchen service on a day-to-day basis according to standards laid down by Ceredigion County Council
Location	Ysgol Henry Richard
Hours of Work	As required
Type of Contract	Casual
Length of Contract	Permanent
Immediate Line Managers job title	Cook-in-Charge
Duties and responsibilities	**Provision of Service** • Prepare the dining area for service, which may include moving and/or setting up furniture and trolleys, cleaning and putting away after service. • Prepare the service area, hot cupboards and other equipment as instructed. • Assist in the preparation, cooking and serving of food and beverages as instructed. • Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables, and all other catering equipment in the catering environment. Ensure cleanliness of all areas, equipment, and utensils. • Service of hot & cold food to pupils and staff. • Preparation of special diets, as required. • Assist with general kitchen duties after service of food. • Cooperates and communicates with other school staff, public, parents and students to promote a positive school climate. • Working the till so that pupils and staff pay for their meals using the cashless system. **Health and Safety** • Ensuring Food Safety and Environmental Health standards; • Ensuring EEC standards on Manual Handling; • General Health and Safety of kitchen including hazardous equipment. **General** • All Catering staff are required to attend formal local training courses from time to time. • This job description will be reviewed and may be amended from time to time in discussion with the post holder. Undertake any other duties that may be required for the effective operation of the canteen.
Accountability	• Accountable to Cook in charge or representative. • Daily liaise with Head teacher • Follow guidelines and cooking schedules as given on appointment. • Accountable for stock and any machinery provided for work.

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Other Specific Duties	• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. • The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. • This job description is current at the date shown, but in consultation with you, may be changed by the Head teacher or, during Performance Management review discussions, by your line manager to reflect or anticipate changes in the job commensurate with the grade and job title. The job descriptions will be reviewed annually and signed.

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Person Specification

Academic / Professional / Technical / Vocational Qualifications (including the Level of qualifications) required for the post	**Minimum of CIEH Level 2 Award in Food Safety in Catering.**			
	Listening /Speaking	**Reading**	**Writing**	
Welsh Linguistic Skills Level	4	4	4	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills Level	4	4	4	The English linguistic skills noted must be attained within two years of appointment.
Practical and personal skills	• Enthusiastic about maintaining highest standards in the canteen. • Honest and trustworthy, and respectful of confidentiality. • Has good interpersonal skills and effective communicator • Ability to work as part of a team. • Ability to work under pressure and use own initiative. • Ability to meet deadlines. • Open to feedback • Calm and able to work under pressure. • Adaptability. • Good standard of personal hygiene always. • Wear uniform provided, ensuring it is always clean and tidy and observing good hygiene standards. • Willingness to attend training courses as required. • Commitment to excellent attendance at work • Willing to attend training courses as required.			
Required experience	• Customer care (Desirable) • Health and safety in the workplace (Desirable) • Working in the catering industry (Desirable) • Food preparation (Desirable)			
Training/education required to be undertaken for the post/worked towards	• Level 2 Chartered Institute of Environmental Health in relation to Food Safety in catering • Participate in the school's professional learning programme. • Fully commit to a performance management cycle to set professional development targets.			
Desirable skills and qualifications	• Level 2 Food Hygiene and Allergen			