



## HATTON ACADEMIES TRUST

### JOB DESCRIPTION

<b>Job Title:</b>	Catering Assistant
<b>Post Holder:</b>	
<b>Responsible to:</b>	Director of Finance & Operations
<b>Line Manager:</b>	Catering Manager
<b>Current Pay scale:</b>	NJC Scale Point 2-3
<b>Hours/Weeks</b>	21.25 Hours per week 39 weeks per year Monday – Friday 10.30am – 14.45pm

#### Job Purpose

To assist the Catering Manager to prepare and serve safe and nutritious food to students and staff in accordance with Food Hygiene (England) regulations 2013, and the healthy schools policies.

#### Responsibilities

1. Prepare hot and cold food and beverages ensuring they are non-injurious to health.
2. Serve customers and use the cashless system as required.
3. Setting up tables ready for lunchtime service as required.
4. Comply with Food Hygiene (England) regulations 2013, Health & Safety legislation, local food safety policies and healthy school policies.
5. Take delivery of orders, ensuring all items have been received and maintain stock rotation system (FIFO).
6. Ensure that all relevant H.A.C.C.P documentation has been filled in correctly and items outside the tolerance levels are reported immediately.
7. Ensure that a healthy balanced lifestyle is promoted to all customers at every opportunity.
8. To ensure that the catering facilities are kept in a hygienic and safe condition at all times using the appropriate cleaning materials as directed.
9. To support functions, training days, parents' evenings and all other academy events with catering provisions if required. These events may be outside of normal contracted hours.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

10. Provide support to other Trust Academy catering facilities if required.
11. Comply with food handler regulations and uniform expectations.
12. To attend regulatory training when needed.

### **General**

- Responsibility for safeguarding and promoting the welfare of children at the academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the academy's commitment to promoting equal opportunities and tackling discrimination as well as bullying amongst pupils.
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out duties in accordance with Trust customer services policies and service targets; upholding the reputation of the Central Services Team as excellent customer service providers.
- To participate in, and contribute to, Trust wide events and activities.
- To carry out other relevant duties as may be reasonably requested by the Catering Manager / Operations Manager / Director of Finance & Operations commensurate with the pay and grade of the post.

Signed by Post Holder \_\_\_\_\_

Date \_\_\_\_\_

Signed on behalf of the Trust \_\_\_\_\_

Date \_\_\_\_\_

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