

OUR LADY OF LOURDES CATHOLIC MULTI ACADEMY



JOB DESCRIPTION

POSITION	Catering Assistant
RESPONSIBLE TO	Catering Supervisor
RESPONSIBLE FOR	n/a
SALARY	Grade 2 SCP 3-4 £4,290 to £4,370 pa (FTE £18,562 to £18,933) pay award pending
CONTRACT	Permanent – part time
HOURS	10 hours per week, term time plus 5 inset days (39 weeks)
JOB PURPOSE	Working as part of a team, the catering assistant will support with the preparation of food, serving of meals, general kitchen and cleaning duties as directed in the day to day running of the kitchen in compliance with relevant Health and Safety and Food Hygiene requirements. Primarily at Our Lady's Catholic Primary School, Alcester, with the opportunity to work across our Multi Academy sites.

Main responsibilities:

Food & Service

- To assist with the preparation of food as necessary.
- To serve the food to students, staff and visitors.
- To ensure food is well presented and the correct portions are served.
- To inform the Catering Supervisor/Manager of any feedback on the standard and service of the food.
- To deliver a warm and friendly customer service for the children and staff.
- To communicate with students, staff and visitors as appropriate, in order to guide their choice of menu items and increase awareness of foods.

General

- To assist with, general housekeep and cleaning of catering equipment, kitchen areas as requested by the Catering Supervisor/Manager.
- To ensure all equipment required is in good repair and report any faults, breakages, or shortages to the Catering Supervisor.
- To conform with any reasonable requests made by the Catering Supervisor/ Manager.
- To ensure compliance with all relevant MAC and school policies

Food Safety and Health & Safety

- To complete the food safety and allergen documentation required as part of the food safety procedures.
- To follow the MAC HACCP system for all parts of food service delivery.
- To keep up to date with training in Food Safety and Health and Safety procedures as required.
- To keep up to date with training in company allergen management systems.
- To adhere to the MAC allergen policy and procedures at all times and complete any relevant paperwork.
- To follow safe working practices at all times.
- To ensure that you are familiar with appropriate risk assessments relevant to your role.
- To report any near misses, accidents, and incidents to your line manager.
- To wear the correct Personal Protective Equipment (PPE) at all times.

Safeguarding

- To follow the Our Lady of Lourdes Safeguarding policy.
- To ensure completion of safeguarding training as requested and keep up to date with any changes as advised by the safeguarding lead.
- To report any safeguarding concerns to your line manager or the school safeguarding lead.

Other

- To support the catholic ethos of the MAC
- To be available for additional hours when the demand arises. Reasonable notice of additional hours will be given.
- To undertake appropriate training to meet the needs of the role.

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi-Academy in relation to the post holder's professional responsibilities and duties, all individual tasks undertaken may not be identified. The post holder may be required to undertake other tasks appropriate to the level of appointment as required by their Line Manager.

This job description is current at the time of issue, but in consultation with you may be changed to reflect or anticipate changes in the job commensurate within the grade and job title.