



Catering Assistant

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	To ensure a quality service delivered in your nominated area of work. To ensure your responsibilities are carried out in line with company style and objectives. Provide catering support in the preparation, cooking and serving of food and beverages plus related catering duties.
Reporting to:	Catering Manager
Main Duties and Responsibilities:	<ul style="list-style-type: none">• To adhere to all hygiene, health and safety requirements as required by law and outlined in your place of work.• To bring to the Manager/Supervisor attention of any shortfalls in your area or anything else that you see and ensure you work safely with regard to yourself, colleagues and customers in your nominated area.• All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.• To have an understanding of all dishes on the menu, familiarise yourself with allergens and dietary requirements• Prepare the service area, hot cupboards and other equipment as instructed• To ensure that everyone is served in a timely, courteous manner and you treat each person as if you were pleased to see them• To ensure you work with a speed, purpose and organisation that minimises waiting time for staff/pupils/students/customers.• To ensure that food is placed on the plate in a style that shows food to its best advantage



ST BENEDICT'S SCHOOL

a minimis incipe

	<ul style="list-style-type: none"> • To liaise with the chef during service to meet demand on products on the menu • Inform the Manager, Supervisor or Head Chef of any defects in equipment or premises. Clean catering areas to regulated standards as directed. • Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment. • Your attitude and manners should be constructive and positive to maintain amicable working relationships with your work colleagues, and customers. • To be available to work at critical services during the day • Undertake any other duties that may be required for the effective operation of the catering establishment.
Safeguarding responsibilities	Promote and safeguard the welfare of children and young persons with whom you come into contact.

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification			
	Essential	Desirable	Method of Assessment
Qualifications			<i>Production of the applicant's certificates.</i> <i>Discussion at interview.</i> <i>Independent verification of qualifications.</i>
Experience:		<ul style="list-style-type: none"> • Previous experience in catering 	<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>





ST BENEDICT'S SCHOOL

a minimis incipe

<p>Skills</p>	<ul style="list-style-type: none"> • Basic literacy and numeracy skills • Excellent customer service skills • Ability to follow health & safety regulations 		<p><i>Contents of the application form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p>
<p>Knowledge</p>	<ul style="list-style-type: none"> • Basic food hygiene knowledge 		<p><i>Contents of the Application Form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p>
<p>Personal competencies, qualities, attitude and behaviors</p>	<ul style="list-style-type: none"> • Good standard of personal hygiene • Ability to work under pressure and use own initiative • Ability to work as part of a team • Wear uniform provided, ensuring it is clean and tidy and observing good hygiene standards at all times • Flexible working approach to duties and working hours/pattern • Commitment to attendance at work • Attend training courses as and when required • Commitment to equality and diversity • Commitment to health and safety 		<p><i>Contents of the Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>