

JOB DESCRIPTION AND PERSON SPECIFICATION FORM

Job description 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:	Catering Assistant
Line management responsibility for	N/A
Main duties and responsibilities:	<ul style="list-style-type: none"> • To promote and safeguard the welfare of children and young persons with whom you come into contact. • To maintain the highest standards of health, hygiene and safety in compliance with all regulations/legislations • To complete all necessary paperwork within given timeframes • To take part in any training and development as deemed appropriate by line manager • To assist with the preparation, presentation and serving of all meals to an exceptional standard • To assist with the preparation and delivery of high-quality refreshments for school functions and events, lunches, and meetings • To assist with the control of all food to include receiving, checking and monitoring stock; checking equipment and materials are used correctly; closely monitoring portion control and ensuring waste is controlled during the preparation and cooking processes • To carry out any other duties of a similar nature within the School and Nursery as may be required by the Head of Operations. • To ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service, and storage are carried out properly • To understand nutritional needs and cater for a wide range of dietary requirements

	<ul style="list-style-type: none"> • To work with the kitchen team in assessing and selecting the most appropriate menus providing tasty and nutritious meals within nutritional and dietary guidelines • Participate in all general catering duties <p>NB. You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, The Peterborough School's Health and Safety Policy</p>
<p>Line management duties and responsibilities</p>	<ul style="list-style-type: none"> • Report to the Head Chef • To work as an effective member of the team and always promote teamwork • To immediately report all accidents, near misses, damage, or breakages to the Head Chef • To actively assist in ensuring a five-star food hygiene rating is maintained

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

Person Specification 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.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> ability to carry out all aspects of the role to a high standard at all times 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> knowledge of COSHH regulations, safe storage and working practises allergy awareness HACCP awareness awareness of child protection and safeguarding procedures 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> experience in a customer facing role 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> previous experience in school catering previous experience in a catering post delivering a catering service in a high-volume environment 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • ability to demonstrate an understanding of why Customer Care is important in employment and service delivery • good social and verbal communication skills • ability to manage time effectively to complete tasks to a high level and prioritise work 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • flexible to changing demands of the post. • work with minimum supervision. • ability to work alone and within a team to achieve specified standards. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p>	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline • punctual and reliable • flexible approach • ability to respect and value the different experiences, ideas and backgrounds of others can bring to work and teams. 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
---	--	--	---