



Catering Assistant (Fixed term maternity cover - 9 months)

Job Description

Salary	Level 3, Salary points 3 to 4 £24, 027 - £24, 404 (pro rata term time only + 5 days) Actual salary £19, 074 Working pattern: Monday-Friday 7am-2.30pm
Location	Co-op Academy Stoke
Reports to	Catering Manager

Purpose of role:

To assist in an economic and efficient catering operation. To ensure the highest levels of food and customer service are achieved in accordance with policies and procedures.

Key accountabilities (and specific duties / responsibilities):

- To assist in the production of food and delivery of a catering service.
- To assist in the achievement of the highest possible standards of service, hygiene, safe working practices and craft are maintained
- Carry out basic food preparation under supervision, where appropriate
- Assist with the storing of supplies under supervision
- Assist with the serving of meals under supervision
- Setting up, operation and clearing away service points
- Movement and cleaning of equipment and furniture for dining room
- Washing up and cleaning activities relating to premises and equipment
- Report defects or breakdown of equipment to the Catering Manager/Supervisor
- Assist with the production of meals for other establishments including Meals on Wheels or Emergency feeding



- To participate in staff training and development process
- Any other duties appropriate to the grade as may be required

Job Description

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none">• Food hygiene certificate or willingness to work towards		A
Experience <ul style="list-style-type: none">• Some relevant experience working and/or in a kitchen environment		A
Skills, Ability, Knowledge <ul style="list-style-type: none">• Good communication skills• Basic numeric skills• Ability to work unsupervised and as part of a team		A/I A/I A/I
Personal Qualities <ul style="list-style-type: none">• Motivation to work with children• Ability to form and maintain appropriate relationships/ personal boundaries with children and young adults.• Flexible approach to working times whilst remaining punctual and reliable• Willingness to learn and develop new skills and attend training where needed		A/I I I A/I



<ul style="list-style-type: none">• To have a positive attitude towards the use of authority• Must be committed to the safeguarding of all students• Able to work under pressure and a determination to succeed• Able to demonstrate a commitment to the behaviours and values of the co-operative movement• All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op.		<div>I</div> <div>A/I</div> <div>I</div> <div>I</div> <div>I</div>
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Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.