



## Job Profile

<b>Job Title:</b>	<b>Catering &amp; Hospitality Assistant</b>
<b>Salary:</b>	<b>Grade 3</b>
<b>Post Name:</b>	
<b>Key Base:</b>	Castle Rock High School <i>With the flexibility to work in other schools within the MAT as required.</i>
<b>Hours:</b>	20 hours per week, 39 weeks per year
<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>Cook &amp; Catering Manager</li> </ul>
<b>Core Purpose:</b>	<p>To positively support the development of Catering facilities and provisions the and whole school in accordance with the School Improvement Plan.</p> <p>To develop everyone’s potential academically, socially, morally, spiritually and emotionally in a stimulating and challenging environment in order to educate pupils who can think independently, behave responsibly and continue to learn successfully.</p>
<b>Job Purpose:</b>	<p>To provide support to the Cook in the management and delivery of the catering operation at Castle Rock High School.</p> <p>To effectively support any community activities operating in the Academy, in its widest sense.</p> <p>To ensure that the service and standards provided meet the requirements, objectives and policies of the school.</p>

Continues overleaf

## Main duties & responsibilities:

NOTE: Key responsibilities can be on an add or deduct basis dependant on contracted hours.

### Key responsibilities:

Under the direction of the Cook and/or Assistant Cook of the catering team, the person will assist in the full catering provision of food and associated requirements of Castle Rock High School. The duties will include:

- Assisting with food preparation and cooking, as directed and within the requirements of food hygiene legislation.
- To provide catering service to the Academy and other functions such as parents evenings, induction evenings, organised functions, Governors meeting and other such events (if required).
- The serving of food and any other related service to student, academy staff, visitors, and any person required by the academy at the required standard expected.
- The supervision of students whilst they queue for service, as and when required.
- To be aware and serve food in portions appropriate to nutritional and food costs requirements.
- To operate the EPOS system (cashless catering till) and take any cash transactions accurately.
- To actively encourage where appropriate healthy food options.
- Cleaning and maintenance of the catering facility as required by management, supervisor, and food hygiene legislation and good practice.
- Safe disposal of food waste in a hygienic manner.
- To be diligent and act in accordance with health and safety, and food safety standards as required by law and management.
- Ensure the safety of others at all times.
- To promote the catering service to all users in a professional and honest manner as directed.
- Attend any training sessions required by the Academy or law.
- Under the direction of the Cook, assist in the provision of catering and food provision.
- To carry out cleaning duties as required including sweeping, oven cleaning, wall washing, toilet cleaning and mopping both daily and on specific out of term cleaning days.
- To assist the department and wider Academy in any duties that may be required.
- Promote business development and resources including growth outside of the normal working hours if required, by negotiation. For this purpose, some evenings and weekends will be necessary.
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- To ensure all heavy lifting duties are completed in accordance with Manual Handling Regulations and in line with training provided.
- Use approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations. (Chemicals should **NEVER** be mixed with other chemicals).
- Clearing and cleaning of all surfaces, including walls and cupboards as directed by the Cook.
- Use electrical and mechanical equipment, when necessary and after appropriate training.
- Use stepladders when necessary and with due regard to the Health & Safety of themselves or others.
- To undertake regular stock checks in area of responsibility.
- Where practicable ensure windows and doors are closed and locked when leaving rooms.

- To assist where relevant in promoting business development.
- Report to the Cook any defects seen, likely to affect security i.e. broken windows, window catches.
- Reporting to the Cook any breakdown of equipment and structural repairs including food safety hazards, break-ins and accidents.
- To be aware of their responsibilities for the Health & Safety of themselves and others.
- Wear protective clothing and footwear provided, which are suitable for the work being carried out must be worn e.g. slippers and flip flops are not acceptable as they may create a Health & Safety risk.
- To undertake all specified duties in compliance with relevant Food Safety and Health and Safety legislation, and to react as directed to future amendments. To take all reasonable precautions and to exercise all due diligence commission of breaches in legislation.
- To comply with all Academy policies and procedures, particularly the Staff Code of Conduct and Safeguarding and Child Protection.
- Carrying out other duties as directed by the Cook, Catering Manager or Business Manager that may be deemed appropriate to this role.

## SPECIAL FACTORS

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore, a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This Job Profile sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

The Apollo Partnership Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

<b>Potholder's signature:</b>			
<b>Printed:</b>		<b>Date:</b>	
<b>SLT signature:</b>			
<b>Printed:</b>		<b>Date:</b>	