

JOB DESCRIPTION

Classification: OFFICIAL

Cranbury College	Location: Cranbury College
Post Reference No:	Grade/Salary Range: RG2b (sp 11-13)
Job Title: Catering Assistant	JE Code K222 (July 2018)
JOB PURPOSE	
Responsible for preparing lunches for pupils at KS3, assisting pupils and general kitchen duties.	
DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE	
Report to School Business Manager and KS3 Phase Leader	
MAIN DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none">• To assist in preparing lunches for pupils• Delivery of food from one site to another, prepare and serve on arrival• Assist pupils when returning used plates, trays, cutlery, glasses and clearing tables• Serving lunches• General kitchen duties, washing up and general cleaning of kitchen area/eating area• Assist with the planning of lunches• Prepare online orders (subject to SMB authorisation); receiving and storing all food• Control of hygiene, health and safety• Ensuring equipment is maintained• Managing dietary requirements for students who have allergies or diets directed by consultants or other leading professionals• Have an understanding of the needs of challenging and complex needs students who may require changes to their dietary needs.• Supervise and ensure the safety and well-being of pupils during the lunchtime period assisting the team as appropriate• To share in the school ethos of promoting a positive approach to behaviour management• To attend regular training sessions and courses when required or as appropriate.	
SCOPE OF JOB (Budgetary/ Resource control, Impact)	
<ul style="list-style-type: none">• Responsible for the management of resources within specific areas	

PERSON SPECIFICATION



Cranbury College	
Job Title: Catering Assistant	
Qualifications / Education / Training:	
<ul style="list-style-type: none"> • A valid food hygiene certificate • A basic level of literacy and numeracy. • Ability to communicate clearly and work as part of team. • A NVQ 2 or equivalent qualification in catering. 	
Experience:	
<p>Previous experience of providing catering in the following or similar environments e.g. care home, day care centres, hostel, hotel, restaurant, school or other establishment where large scale catering is undertaken.</p>	
Skills and Abilities:	
<ul style="list-style-type: none"> • A full understanding of the importance of cleanliness and hygiene. • A full understanding of effective use of all food preparation and value for money. • To work in an organised manner and manage own time effectively • To work with young people, many who display challenging behaviours • To maintain absolute confidentiality of information learned concerning pupils, their families and home circumstances • The ability to work within a very busy atmosphere • To work and be part of the Cranbury College team • Ability to use Team Teach when required • Ability to work within Cranbury college policies and procedures • An ability to deal appropriately with potentially distressed and/or aggressive users • Ability to work under own initiative 	
Specific Working Requirements:	
Requirements:	
<ul style="list-style-type: none"> • Willingness to work across Cranbury College sites • Full Driving License and own transport • Willingness to undertake training as appropriate including Safeguarding Level 1 and Health and safety Level 1 • An ability to work well with children presenting challenging behaviours • Ability and willingness to travel within the Borough 	

July 2019