

Job Title: Catering Assistant

**Contract Type:** Permanent/Term Time Only

**Contract Term:** Part-Time

**Salary:** £11.54 Hourly 21 hours per week

At Inspiring Academy Trust we are a family of academies, at the heart of the community, improving life chances for all through challenge and support. We strive to transform educational outcomes of students from a young age by providing exciting, new and different opportunities for learning and applied learning. Our overwhelming belief is that every child can be successful, both personally and academically, with early and effective help from staff that know and value them as an individual. Inspiring Academy Trust aims to bring about a substantial increase in the educational attainment, expectations and aspirations of all in the whole community.

Shackleton Primary is part of Inspiring Academy Trust and the role of Catering Assistant will be based at Inspiration Primary.

**Job Purpose**

As part of a team, assist with the preparation and serving of food to students, staff and visitors to the Academy. To fulfil daily undertake cleaning routines to ensure that the kitchen and dining area meets the required standards for hygiene and cleanliness at all times.

**Specific Responsibilities**

The following is an indicative list of duties which is not exhaustive and will be subject to review to reflect the changing work composition of the Trust.

Under the direction of the Kitchen Manager:

* Prepare foodstuffs and undertake basic cooking.
* To help maximize the sales by actively encouraging students to select from the menu.
* Serve food to students, staff and visitors.
* Wash up and perform general kitchen duties.
* Clean the kitchen, including equipment, according to established routines.
* To ensure that the Kitchen Record Keeping Book is correctly followed and updated.
* During food service times ensure that tables, counters and display fridges are adequately cleaned and stocked.
* Operate tills as required.
* Clean the dining area at the end of food service.
* Empty rubbish bins in food areas.
* Always follow health & safety laws /guidance and work within the food hygiene standards.
* Promote the healthy school agenda and initiatives to students.
* Attend training to support the role as required.
* Occasionally assist with special school events outside of normal working hours as required.
* Report any customer comments or complaints to the Kitchen Manager and take any remedial action as instructed to do so.
* Report immediately any accidents, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate.

**Common Roles of All Trust Members:**

**Leadership: Vision and Values**

* Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
* To ensure equal opportunities for all.
* To be committed to safeguarding and to promoting the welfare of all young people.
* To assist in the development of a culture and environment in which young people thrive and to drive innovation.
* To drive up educational standards, promote life-long learning and continually improve outcomes for all.
* Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

**Leading and Managing Others and Self**

* Develop and maintain a culture of high expectations for self and others.
* Regularly review own practice, set personal targets and take responsibility for own development.
* Actively engage in the performance review process.
* Work within the Trust’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
* Adhere to Trust policies and procedures.

**PERSON SPECIFICATION**

Our aim is to create an outstanding Trust and our staff will be expected to exemplify excellence in all that they do. Our Catering Assistant will be a person/people with high expectations, enthusiasm and the ability to positively impact on the learning, skills and experiences of our students. We value the ability to demonstrate emotional intelligence, be flexible and to adapt to different situations with a calm and positive attitude.

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** |  | * Experience of working in professional kitchen environment
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| **Skills and Attributes** | * Must hold a current and up to date Enhanced DBS
 | * Calm
* Methodical and tidy when working
 |

We welcome and encourage applications from across the community.