

Job Description: Catering Assistant

Reporting to: Lead Catering Manager

Location: Ark Putney Academy

Contract: Permanent

Working Pattern: Monday to Friday 27.5 hours per week - flexible working times as service demands dictate, 39 weeks per year (term time)

Salary: Ark Support Scale 2 point 2 £29,801 – Prorated for term time only

The Role

As a Catering Assistant you will be working as part of a team who ensure the delivery of a consistent, high-quality meal service that meets the needs of the Academy by assisting with all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the kitchen and café and food service operations.

Key Responsibilities

- Assist in the preparation and cooking of a range of nutritious food
- Assist in the sale, service and clearing of all food, beverages and utensils in the staff and sixth form café and/or student canteen
- Interact with the staff and students in an appropriate and helpful way, providing a knowledgeable service at all times, in particular regarding allergens and other dietary requirements
- Operate a cashless till and any other items of catering equipment, as directed
- Assist with routine and deep cleaning of the kitchen, food storage, service and dining areas, including heavy and light equipment and machinery, crockery and cutlery, in accordance with the cleaning schedule
- Follow established kitchen systems and procedures to guarantee an efficient and organised meal service
- Assist with events and functions as required
- Receive deliveries, ensure correct stock rotation ensuring that all perishable and non-perishable commodities are stored under the correct conditions
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Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Catering Assistant

Qualifications

- Health & Safety and Food Hygiene qualification L3, desirable
- First Aid qualification, desirable

Knowledge, Skills and Experience

- Experience of working in a busy kitchen
- Experience catering in large quantities within a school setting, desirable
- Experience of working with children, desirable

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Friendly, calm and approachable, even under pressure

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Requirement to complete Fire Marshal training
- Requirement to complete first aid training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.