

Great Academies Education Trust

Copley Academy

JOB DESCRIPTION

Post:	Catering Assistant
Reporting to:	Catering Manager
Salary Scale:	Band 2
Academy Type:	The Academy is a publicly funded independent secondary Academy for pupils aged 11 – 19

JOB PURPOSE

To provide support to the Catering Manager in the provision of an efficient and effective catering service to the Academy.

KEY RESPONSIBILITIES

- To undertake catering duties as directed by the Catering Manager including:
 - preparation and cooking of food
 - storing of goods received
 - serving of food ensuring correct portion sizes are served and that counter presentation is maintained
 - selling of food including operation of the till
 - cleaning of catering equipment and areas in adherence to the cleaning rota
 - hand washing and operating the dishwasher in adherence to the rota
 - maintenance of equipment, ensuring any breakages or faulty equipment is reported to the Catering Manager
 - setting out and clearing away catering furniture and equipment
- To have a customer focused approach.
- To assist with the smooth operation of mealtimes by monitoring pupil behaviour and requesting intervention by senior staff where necessary.
- To maintain high standards in terms of cleanliness and personal appearance.
- To assist with other operational activities as required to ensure that the day to day operations run smoothly.
- To have a continuous improvement approach to all tasks, making suggestions for improvements/refinements to the current working processes as appropriate.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal

- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.