

## Job Description

---

**Job title:** Catering Assistant

**Main purpose of job:**

To assist with the preparation of food and drinks to the standard defined by the Catering, Cleaning and Hospitality Manager.

**Department:** Catering

**Location:** Plume Academy, either campus as directed

**Position reports to:** Catering, Cleaning and Hospitality Manager

**Position is responsible for:** N/A

**Length of contract:** Permanent, Hours, Monday to Friday 9:30am - 2.30pm (25 hours per week (including 30 minutes unpaid break), term time only (38 weeks)

**Salary:** LGPS Band 1 Point 7 – 10 (2023/24 pay awards pending). Actual starting salary £9,393.27 - £9,603 annum

### Key Responsibilities and Accountabilities

**Main Duties:**

- to serve food and drinks at designated times during the academy day, to include operating the tills
- to serve meals during the lunchtime meal session (this includes operation of tills.)
- to ensure that the academy's reputation for food quality and service is maintained to a high standard
- to sweep the service area floor after the break and lunch time
- to load and unload the dishwasher as required
- to assist with the cleaning of the kitchen, including sweeping and washing the kitchen floor
- to ensure that all operations are conducted according to the academy's policies and procedures and current relevant legislation.

**Other Responsibilities**

- to undertake any tasks delegated by the Catering, Cleaning and Hospitality Manager and/or Cook
- to assist in catering functions outside of normal working hours as appropriate and by agreement
- to work at either campus as directed by the Catering, Cleaning and Hospitality Manager.

**General**

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager



- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**

**Date of next review:** Annually in line with the PMR process.

## Person Specification

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Educated to Level 2 standard of education		✓
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages		✓
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of working within a similar setting or job role		✓
Experience of managing staff and students to resolve conflict		✓
Experience of responsibility in a pastoral area		✓
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance		✓
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	