

## JOB DESCRIPTION

<b>Post Title:</b> Apprentice Catering Assistant	<b>Director/Service/Sector:</b>		<b>Office Use</b>
<b>Band:</b> 1	<b>Workplace:</b> Schools Across Pele Trust		<b>JE ref:</b>
<b>Responsible to:</b> Catering Manager/Area Catering Manager	<b>Date:</b>	<b>Lead &amp; Man Induction:</b>	
<b>Job Purpose:</b> To contribute, either individually or as part of a team, to the provision of catering services in a range of County Council or other contracted establishments.			
<b>Resources</b>	Staff	None	
	Finance	None	
	Physical	Shared responsibility for the careful use of equipment	
	Clients	Pupils, school staff	
<p><b>Duties and key result areas:</b> Individually or as part of a team,</p> <ol style="list-style-type: none"> <li>1. Basic preparation and service of food and beverages.</li> <li>2. Prepare and cook school food in accordance with daily menus.</li> <li>3. Packing meals for transport to other locations where appropriate.</li> <li>4. Transporting meals between kitchen and servery or dining area as necessary.</li> <li>5. Washing up, setting up and clearing away equipment and tables.</li> <li>6. Cleaning the kitchen, its surrounds, dining hall and equipment.</li> <li>7. Assisting with stocktaking and daily standards monitoring tasks as directed.</li> <li>8. Assisting with the receipt and safe storage of goods.</li> <li>9. Assisting with the operation of vending services where necessary.</li> <li>10. Assisting with special events as required.</li> <li>11. Contribute to menu planning as part of the apprenticeship programme delivery.</li> <li>12. Comply with Hygiene, Health and Safety legislation, financial regulations and Pele Trust policy and procedures at all times.</li> <li>13. Attending training events as and when required.</li> <li>14. Other duties appropriate to the nature, level and grade of the post.</li> </ol> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.</p> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>			
<b>Work Arrangements</b>			
Physical requirements:	Regular need to lift and carry items of moderate weight.		
Transport requirements:	Required to deploy to any Pele Trust school as required.		
Working patterns:	Up to 37 hours per week during term time. Normally Monday to Friday between 0700 and 1600 with with occasional need for evening and weekend work		
Working conditions:	A commercial kitchen		

## PERSON SPECIFICATION

<b>Post Title:</b> Apprentice Catering Assistant		<b>Director/Service/Sector:</b>		<b>Ref:</b>	
<b>Essential</b>		<b>Desirable</b>			<b>Asses s by</b>
<b>Qualifications and Knowledge</b>					
No particular qualifications are required		Grade 4 or above in Maths and English (or equivalent) Grade 4 or above in Food Technology/Hospitality and Catering			
<b>Experience</b>					
No specific experience in the workplace is necessary.		Some experience in a catering environment.			
<b>Skills and competencies</b>					
Ability to follow straightforward oral and written instructions and to keep basic work records. Physical skills related to the work.					
<b>Physical, mental and emotional demands</b>					
Ability to work in a commercial kitchen environment. Regular need to lift and carry items of moderate weight.					
<b>Motivation</b>					
A commitment to providing a quality service to customers. A commitment to undertake job related training. A commitment to attend college as required Punctual and reliable		A commitment to continuous personal development			
<b>Other</b>					

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits