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**JOB DESCRIPTION**

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| Position: | Catering Assistant |
|  |  |
| Place of work: | Nottingham High School |
|  |  |
| Hours: | varied |
|  |  |
| Salary: | £10.34 per hour |
|  |  |
| Responsible to: | Chef |
|  |  |

**Primary Purpose:**

To maintain the highest standards of service presentation, cleanliness and food preparation working as part of the team with great customer care skills.

**Principal Objectives:**

1. Assisting the Chefs and Chef Manager with all food preparation and to ensure the counters and front of house are maintained to the highest standards of cleanliness and presentation.

2. Food preparation as directed by the Chef.

3. Food service presented with a sense of style.

4. Cleaning pots, pans and any other kitchen utensils by using the dishwasher or by hand.

5. Maintain the kitchen work areas in accordance with HACCP regulations.

6. Storing away all crockery, cutlery and glassware keeping breakages down to a minimum.

7. General cleaning duties in the kitchen, servery and dining hall.

8. Dealing with all customer complaints in a professional manner.

9. Making sure that all kitchen equipment is in good working order, reporting any faults to the Chef.

10. Keeping the storerooms well stocked and organised at all times.

11. Accepting food deliveries from suppliers and storing them, carry out all necessary checks on deliveries (storage, temperatures, paperwork).

12. Ensuring that at the end of the shift the kitchen is ready for the morning.

13. Observing the school’s Health and Safety procedures and safe systems of work.

14. Carry out any other task or duties deemed reasonable by the line manager.

**PERSON SPECIFICATION**

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| Selection Criteria | Essential (E) or Desirable (D) | Where evidenced: Application (A) Interview (I) References (R) or Assessment Task (T) |
| Qualifications |  |  |
| NVQ2 in Food Preparation or equivalent | D | A, I |
| CIEH Level 2 Food Hygiene | E | A, I |
| Experience |  |  |
| Experience in a similar type of employment | E | A, I |
| Skills and Knowledge |  |  |
| Food Preparation | E | A, I |
| Food Handling | E | A, I |
| Knowledge of Hygiene | E | A, I |
| IT Skills | D | A, I |
| Knowledge of Hospitality industry | D | A, I |
| Competencies and Personal Attributes |  |  |
| Integrity | E | A, I |
| Attention to detail | E | A, I |
| Ability to follow instructions | E | A, I |
| Good verbal and written communication skills | E | A, I |
| Able to work with limited supervision | E | A, I |
| Possess a ‘can do’ attitude | E | A, I |
| High standards in personal hygiene and appearance | E | A, I |
| Able to work in a team | E | A, I |
| Customer focussed | E | A, I |
| Self-motivated | E | A, I |
| Able to work under pressure | E | A, I |
| Business Requirements |  |  |
| Physically fit, able to lift heavy objects and work standing up for long periods | E | A, I |

**Essential Requirements** are those without which a candidate would not be able to do the job. Applicants that fail to demonstrate where required that they can fulfil ALL of the essential requirements will not be shortlisted. **Desirable Requirements** are those which would be useful for the post-holder to possess and will be considered when more than one applicant meets the essential requirements.

If evidence is required on the application form there will either be a specific section in which to enter the details or you should explain how you meet the requirement in free text at Section 7 of the application.

**This role constitutes Regulated Activity and an enhanced Disclosure and Barring Service disclosure, with a check of the Children Barred List, is required for this position in addition to other pre-employment checks.**