The Sisters of the Sacred Hearts of Jesus and Mary

Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.

Pield Heath House School

JOB PROFILE	
Department	Catering
Job Title	Catering Assistant
Reports To	Operations Manager
Responsible To	Principal
Grade / Scale Point	Grade 2
Job Purpose	To provide meals which are attractive and nutritious and caters for all dietary needs at cost effective prices.

JOB DESCRIPTION

Main Duties and Responsibilities

- Under the direction of the Operations Manager, prepare food, which may be consumed immediately or for consumption at a later time away from the dining room working at all times using good food safety practice.
- Prepare dining and serving areas to the accepted standard, this includes the supply and correct distribution of dining room furniture and equipment.
- Serve food and drinks at the specified times and to the designated portion size. This may involve transporting and serving food around the site.
- Be aware of and ensure the provision of special dietary needs for individual students.
- Check goods received against orders for quality and quantity as required by the Operations Manager and advise of any problems or shortages. Advise the Operations Manager of what needs ordering as stocks run low. Adhere to the procedures in the kitchen to ensure stock rotation and advise management of any damage to or potential waste of perishable goods in the kitchen.
- Undertake regular cleaning duties each day including operating the dishwasher and washing up. Occasional deep cleaning on designated cleaning days to ensure that the kitchen and equipment are kept in a clean and hygienic state. Complete and sign cleaning schedules to verify times and activities completed. Record and report any defects in the kitchen and equipment for repairs to be ordered.

- Record accurately all information with regard to health and food safety on a day to day basis as required by the Operations Manager.
- Ensure that personnel appearance, including uniform and foot wear, comply with the standards set down by the Operations Manager and are in line with food hygiene regulations.
- Provide support where required to students in training or on work experience.

General

- Attend relevant training and take responsibility for your own professional development.
- Maintain a professional portfolio of evidence to support your Performance Management process.
- Make a positive contribution to the overall ethos, vision and aims of the school.
- Be aware of and comply with policies and procedures relating to child and vulnerable adult protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any other duties, commensurate with the post.

Responsibility

- For ensuring that all catering and cleanliness standards are maintained in line with food hygiene regulations and good catering practice ensuring good personnel hygiene.
- That food is served hot or cold as determined by the Operations Manager and in line with portion sizes.
- To contribute to the provision of an efficient catering service.
- To report any illness that may affect your ability to work with food.
- For undertaking the duties accurately and efficiently and prioritising own workload.
- For meeting all necessary deadlines set by managers, Senior Leaders and external agencies.
- For bringing matters to the attention of senior staff when necessary.

Decision Making

- Routine decisions regarding the organisation of own work.
- When it is necessary to refer matters to senior staff and when decisions can be taken within guidelines set.
- When matters are confidential or need to be dealt with sensitively- especially when child protection is involved.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The post holder will be expected to undertake other tasks commensurate with the general level and responsibility of the post as decided by the Principal and/or Governing Body in the context of the schools changing needs.

The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Pield Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.

The Post Holder is expected to uphold the Christian ethos of the school.

Postholder Name: _____

Signature: _____

Date: _____

PERSON SPECIFICATION			
Criteria		**Essential**	**Desirable**
Qualifications and Training	Willing to undertake any in service training offered which is relevant to the duties of the post.	✓	
	Level 2 Food Hygiene Certificate		✓
Knowledge and Experience	Previous experience of working in a catering environment.	✓	
	To be responsible for promoting and safeguarding the welfare of children and young people within the school.	✓	
	Previous experience of working in a school environment.		✓
Skills and Abilities	Demonstrate patience when working with and serving food to staff and students.	✓	
	Ability to work in a busy environment.	✓	
	Ability to work as part of a team and independently when required.	✓	
	Ability to follow instructions.	✓	
	Ability to respect confidential issues regarding students, parents and staff.	✓	
	Ability to access and use equipment safely.	✓	
Personal Attributes	Team player.	✓	
	Reliable, honest, flexible.	✓	
	Good communication skills.	✓	
	Enthusiasm.	✓	
	Empathy with children and young people.	✓	
	High personal and professional standards.	✓	