



HATTON ACADEMIES TRUST

JOB DESCRIPTION

Job Title:	Catering Assistant – Sir Christopher Hatton Academy
Responsible to:	Director of Finance & Operations
Line Manager:	Catering Manager
Current Pay scale:	NJC Scale Point 1 - 2

Job Purpose

To assist the Catering Manager to prepare and serve safe and nutritious food to students and staff in accordance with Food Hygiene (England) regulations 2013, and the healthy schools policies.

To provide support to both the “Hatton Diner” and the “Coffee Shop” facilities at the academy as directed and required by the Catering Manager.

Responsibilities

1. Prepare hot and cold food and beverages ensuring they are non-injurious to health.
2. Serve customers and use the cashless system as required.
3. Comply with Food Hygiene (England) regulations 2013, Health & Safety legislation, local food safety policies and healthy school policies.
4. Take delivery of orders, ensuring all items have been received and maintain stock rotation system (FIFO).
5. Ensure that all relevant H.A.C.C.P documentation has been filled in correctly and items outside the tolerance levels are reported immediately.
6. Ensure that a healthy balanced lifestyle is promoted to all customers at every opportunity.
7. To ensure that the catering facilities are kept in a hygienic and safe condition at all times using the appropriate cleaning materials as directed.
8. To support functions, training days, parents' evenings and all other academy events with catering provisions if required. These events may be outside of normal contracted hours.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

9. Comply with food handler regulations and uniform expectations.
10. To attend regulatory training when needed.

General

- To provide first aid support as a qualified first aider.
- Responsibility for safeguarding and promoting the welfare of children at the academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the academy's commitment to promoting equal opportunities and tackling discrimination as well as bullying amongst pupils.
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by the Catering Manager / Director of Finance & Operations commensurate with the pay and grade of the post.

Signed by Post Holder _____

Date _____

Signed on behalf of the Trust _____

Date _____

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