



Job Description Job Title: Catering Assistant

Accountable to:	Catering Manager	Line Managing:	N/A
Post type:	Permanent	Salary/Grade:	Band C SCP 3-4
Liaising with:	Staff, students and visitors		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

Main Purpose

- Assist with food preparation
- Transport food to serving locations
- Serve food to students, staff and visitors
- Offer encouragement and guidance to assist pupils in making choices
- Receive food deliveries, check off and put away
- Handle electronic payments for sales
- Wash up (manual and dish washer)
- Clean kitchen equipment, utensils, surfaces, fridges, sinks, ovens, floors, walls and store areas
- Put out, lay and return to storage, furniture used in the dining room
- Clean dining area
- Set up plates and cutlery for use

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.



THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

- Maintain safe and hygienic working practices at all times.

Responsibility for others:

The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

Responsibility for staff:

The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for physical resources:

The post has some direct responsibility for physical resources, involving day to day maintenance of equipment and/or ordering/stock control of a limited range of supplies and/or use of expensive equipment.

Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments
- Undertake any necessary professional development as identified
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

The Avon Valley School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to a satisfactory DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.