



# SEAX Multi-Academy Trust

Employee's Name .....

Employee's Signature ..... Date .....

## Café Assistant

### Job Description & Person Specification

<b>Job Title:</b>	<b>Café Assistant</b>
<b>Grade:</b>	<b>Scale 2 (Points 2-3) [2019 Band 1-2]</b>
<b>Based at:</b>	<b>Thriftwood College</b>
<b>Reports to:</b>	<b>College Lead, Executive Headteacher, Café Manager</b>
<b>Responsible for:</b>	<b>n/a</b>
<b>Liaison with:</b>	<b>Other Catering Staff, Pupils, Suppliers</b>
<b>Job Purpose:</b>	Under the direction of the Café Manager: <ul style="list-style-type: none"> <li>To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the college</li> </ul>
<b>Principal Accountabilities:</b>	<ul style="list-style-type: none"> <li>To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations</li> <li>To undertake general catering duties, as required, ensuring prioritisation of key tasks</li> <li>To assist the Café Manager in providing a professional, efficient and effective catering support service to the school</li> </ul>



[www.kingswodehoe.essex.sch.uk](http://www.kingswodehoe.essex.sch.uk)



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## Job Description: Café Assistant

### Duties:

- Deputise for Café Manager, as required
- Assist the Café Manager in the preparation and simple cooking of college lunches
- Serving customers at the counter/hatch or from a trolley or kiosk, as required
- Assist in the setting up and clearing of the college hall each day
- Support the stock management process
- Undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc, as directed
- To assist in the cleaning rota, both daily cleaning and deep clean of the café area
- Maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
- Completion of records for Health & Safety
- Guide students in their choices and support their independence
- Attend training activities and/or meetings, as required
- Undertake Level 2 Food Hygiene
- Occasionally to assist with special functions at the school which may be outside normal working hours
- Report any customer comments or complaints and take any necessary remedial action where appropriate
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible

### General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

*This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.*

## Person Specification: Kitchen Assistant

<b>Qualifications &amp; Experience</b>			
<b>Detail</b>		<b>Example</b>	<b>Desirable</b>
Specific qualifications & experience	Level 2 qualification in Food Safety Experience of the preparation and cooking of simple food & beverages Experience of Serving customers at the counter/hatch or from a trolley or kiosk Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. Basic level of education	✓ ✓ ✓ ✓	✓
Knowledge of relevant Procedures	General understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations	✓	✓
Literacy	Basic reading, writing and spelling skills	✓	
Numeracy	Basic numeracy skills and an ability to undertake basic calculations	✓	
Technology	Ability to use kitchen and cleaning equipment	✓	
<b>Communication</b>			
Written	Ability to complete basic forms	✓	
Verbal	Ability to exchange routine verbal information clearly with children and adults	✓	
Languages	Seek support to overcome communication barriers with children and adults	✓	
Negotiating	Ability to consult with colleagues	✓	
<b>Working with Children &amp; Others</b>			
SEND	Understand and support the differences in children and adults and respond appropriately in relation to the role	✓	

Child Development	Basic understanding of the way in which children develop	✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Basic understanding of the learning experience provided by the school in relation to the role	✓	
Behaviour Management	Understand and implement the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults	✓	
Team work	Ability to work effectively with a range of other adults	✓	
Working with partners	Understand the role of others working in and with the school	✓	
Information	Ability to provide timely and accurate information when required	✓	
<b>Responsibilities</b>			
Organisational skills	Good organisational skills Ability to remain calm under pressure	✓ ✓	
Line Management	n/a		
Time Management	Ability to manage own time effectively Demonstrate a flexible approach	✓ ✓	
Creativity	Ability to follow instructions	✓	
<b>General</b>			
Equalities	Demonstrate a commitment to equality	✓	
Health & Safety	Basic understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	
CPD	Be prepared to develop and learn in the role	✓	