



SEAX Multi-Academy Trust

Employee's Name

Employee's Signature Date

Café Facilitator

Job Description & Person Specification

Job Title:	Café Facilitator
Grade:	Scale 3 (Points 4-5)
Based at:	Thriftwood College
Reports to:	College Lead, PA to the Headteacher/Office Manager, School Business Manager
Responsible for directing:	Other Kitchen Staff during Mealtimes
Liaison with:	Other Catering Staff, Pupils, Meal Supplier and other Suppliers
Job Purpose:	<ul style="list-style-type: none"> Responsible for the operational efficiency of the catering service including the transportation, temperature checking and serving of college meals
Principal Accountabilities:	<ul style="list-style-type: none"> To maintain the highest standards of personal and general cleanliness and hygiene to comply with statutory and school regulations To undertake the transportation, presentation, temperature checking and serving of college lunches To provide a professional, efficient and effective catering service to the college



www.kingswodehoe.essex.sch.uk



www.langhamoaks.co.uk



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Job Description: Café Facilitator

Duties:

- To be responsible for the transportation using appropriate insulated containers supplied (using own vehicle, mileage payment available) serving of food and beverages to the required statutory regulations and school standards
- To ensure that the transportation, presentation and checking of food temperature comply with current recognised catering standards and food safety legislation
- To ensure the prompt service of all meals, including the transportation of meals to the college site and serving customers at the counter/hatch or from a trolley or kiosk, as required
- To liaise with the school meal provider, confirming the quantity of meals required
- To be responsible for ordering supplies, checking deliveries and ensuring food is stored correctly
- To be responsible for stock control and rotation of stock
- To direct other kitchen staff during mealtimes you are responsible for
- To ensure staff absences from your shift are reported to the PA to the Headteacher
- To respond to local promotions and theme days
- To occasionally assist with special functions which may be outside normal working hours
- To carry out cleaning duties within the kitchen and dining areas as required
- Undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc, as directed
- During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked
- Maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
- Attend training activities and/or meetings, as required
- To ensure that health and safety regulations are observed in working practices
- To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible
- Report any customer comments or complaints and take any necessary remedial action where appropriate
- To liaise with the School Business Manager to prepare monthly catering figures for trading accounts, keeping records as necessary to facilitate this

Communications

- To maintain regular contact with the School Meal Supplier, School Business Manager, College Lead and other Senior Managers
- To actively monitor satisfaction with food provided on a weekly basis

Health & Safety

- To report all accidents and unfit food
- To ensure that all aspects of Health & Safety legislation are complied with so far as the catering service is concerned
- To ensure that the cleaning schedule is compiled with and to carry out cleaning as required
- To take all necessary steps to ensure maximum security of kitchen supplies and equipment

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: Café Facilitator

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	<p>Level 3 qualification in Food Safety</p> <p>Full driving licence and use of own vehicle with business insurance, in order to transport food</p> <p>Experience of assisting with the preparation and service of food and beverages</p> <p>Experience of serving customers at the counter/hatch or from a trolley or kiosk</p> <p>Experience of directing staff</p> <p>Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc.</p> <p>Ensure the operational efficiency, planning, serving and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management.</p> <p>Educated to NQF level 2</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
Knowledge of relevant Procedures	<p>Extensive knowledge of personnel management, hygiene and health and safety.</p> <p>Knowledge of First Aid</p> <p>General understanding of the operation of a school</p> <p>Ability to maintain a high standard of personal and general cleanliness and hygiene</p> <p>Ensure that Health and Safety regulations are observed in working practices</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Literacy	Good reading and writing skills	✓	
Numeracy	Ability to count and undertake calculations and read thermometers	✓	
Technology	Ability to use kitchen and cleaning equipment and direct others when required	✓	
Physical Requirements	<p>Ability to lift 'large' insulated food containers</p> <p>Good level of health, fitness and stamina</p>	<p>✓</p> <p>✓</p>	
Skills	Excellent time management and organisational skills	✓	

Communication			
Written	Experience of recording catering supplies and complete forms as required	✓	
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	✓	
Working with Children & Others			
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	✓	
Responsibilities			
Organisational skills	Good organisational skills Ability to remain calm under pressure	✓ ✓	
Line Management	To undertake supervision of other kitchen staff during mealtimes	✓	
Time Management	Ability to manage own time effectively Demonstrate a flexible approach	✓ ✓	
Creativity	Ability to follow and give instructions	✓	

General			
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	✓	
Continuous Professional Development	Be prepared to develop and learn in the role	✓	