



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## Job Description

### Catering Service-Point Co-ordinator

**Location:** Cannock Chase High School, Hednesford Road, Cannock WS11 1JT  
**Line Manager:** Catering Manager  
**Job Grade:** Grade 3  
**Responsible for:** General Supervision of a Catering Assistant

### **Statement of Purpose**

To be responsible for the day to day provision of an efficient catering service, co-ordinating operations for a service area and ensuring a high standard of service delivery.

### **Support to Students**

- Skilled cooking and preparation.
- Preparation of special diets.
- Follow all codes of practice and procedures for food hygiene and allergen control.
- Operational control of service points including setting up service counter, dining hall and clearing away after service.
- Ensure that the servery is stocked with the agreed range of products in sufficient quantities to meet expected demand.
- Serving of food and collection of payment through the automated till system.
- Supervision of a Catering Assistant within the service area.
- Transporting and serving meals if required.
- Filling and cleaning of vending machines, fridges and other display units.
- Follow all Health & Safety policies risk assessments and hazard analysis as directed the Catering Manager.
- Ensure all Health & Safety compliance tasks are recorded on in the school compliance management system or relevant paperwork at intervals prescribed by the Catering Manager for each task.
- Complete stock-take as directed by the Catering Manager.
- Other record keeping as required by academy systems.
- Provide refreshments and hospitality as required for meetings and events held at the school.
- Washing up.
- Clearing away food servery, cleaning kitchens, equipment and surrounding areas at the end of each service and deeper cleaning as required.
- Cleaning dining furniture and equipment.
- Movement of dining equipment and furniture.
- Other related duties as requested.

### **Support to Other Staff**

- Assistance at buffets, school events and outside catering functions.

**Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to 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. In addition, they are to contribute to the achievement of the school's objectives through:

**Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

**Financial Management**

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

**People Management**

- To comply and engage with people management policies and processes.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

**Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

- Delivering energy conservation practices in line with the academy's corporate climate change strategy.

**Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the academy's Health and Safety policy.

**Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***



## Person Specification

### Catering Assistant

Criteria	Essential or Desirable	Measured by
<b>Experience</b>		AF/I
<ul style="list-style-type: none"> <li>Previous large-scale catering experience.</li> <li>Some supervisory experience.</li> </ul>	Desirable Desirable	
<b>Qualifications/Training</b>		AF/I/C
<ul style="list-style-type: none"> <li>Basic food hygiene certificate</li> </ul>	Desirable	
<ul style="list-style-type: none"> <li>A recognised national qualification in catering or willingness to undertake training.</li> </ul>	Desirable	
<ul style="list-style-type: none"> <li>Participation in development and training opportunities.</li> </ul>	Desirable	
<b>Knowledge/Skills</b>		AF/I
<ul style="list-style-type: none"> <li>Good communication skills.</li> </ul>	Essential	
<ul style="list-style-type: none"> <li>Ability to work constructively as part of a team and on own initiative.</li> </ul>	Essential	
<ul style="list-style-type: none"> <li>Ability to relate well to children and to adults.</li> </ul>	Essential	
<ul style="list-style-type: none"> <li>Have flexible approach to work.</li> </ul>	Essential	
<ul style="list-style-type: none"> <li>Demonstrate the understanding and ability to maintain a safe and hygienic working environment.</li> </ul>	Essential	
<ul style="list-style-type: none"> <li>Maintenance of a professional, clean and hygienic appearance:               <ul style="list-style-type: none"> <li>Uniform will be provided and must be worn;</li> <li>Stoat shoes with non-slip soles must be worn;</li> <li>Long hair must be tied back and held in a net.</li> </ul> </li> </ul>	Essential	
<ul style="list-style-type: none"> <li>Good understanding and ability to use specialist equipment/ resources.</li> </ul>	Essential	
<ul style="list-style-type: none"> <li>Ability to organise, lead and motivate other staff.</li> </ul>	Essential	
<ul style="list-style-type: none"> <li>Good organising, planning and prioritising skills.</li> </ul>	Essential	
<ul style="list-style-type: none"> <li>Methodical with a good attention to detail.</li> </ul>	Essential	
<ul style="list-style-type: none"> <li>Must be able and willing to take holidays during school closure periods.</li> </ul>	Essential	
<b>Behavioural Attributes</b>		AF/I
<ul style="list-style-type: none"> <li>Customer focused.</li> <li>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>Open, honest and an active listener.</li> <li>Takes responsibility and accountability.</li> <li>Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>Is committed to the provision and improvement of quality service provision.</li> <li>Is adaptable to change/embraces and welcomes change.</li> <li>Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>Communicates effectively.</li> <li>Has the ability to learn from experiences and challenges.</li> </ul>	Essential Essential  Essential Essential Essential  Essential  Essential Essential Essential Essential	

<ul style="list-style-type: none"> <li>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	Essential	
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AF = Application Form I = Interview

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- motivation to work with children and young people;***
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;***
- emotional resilience in working with challenging behaviours and maintaining discipline.***



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.