Job Description

Post Title	**General Catering Assistant**
School / Organisation	Avanti Schools Trust
Location	TBC
Grade	£12.71 per hour
Hours	Casual
Contract Type	Casual
	Term-time, 41 weeks per year
Reports to	Chef Manager
Preferred Start Date	TBC

MAIN PURPOSES OF THE JOB

This role will be to support our kitchen and food & beverage teams with ensuring all kitchen and front of house areas are clean and tidy, and all crockery and cutlery are prepared for the food & beverage team to ensure smooth running of service and provide a positive dining experience to our guests.

RESPONSIBILITIES OF THE JOB

- To prepare all types of food in line with kitchen requirements or to pack meals as needed
- To operate within a team of permanent, part time and flexible staff in the unit, ensuring that the manufacturing service is successfully delivered consistently to the required standard daily.
- To participate in ensuring the smooth running of all operations.
- To liaise and co-operate with the Chef manager and the Front of house manager, to follow and respect their request and orders.
- To help the kitchen team and front of house team to prepare all food and refreshments required for staff as well as the service and set up of the front of house in a prompt and professional manner.
- To assist in all aspects of the day-to-day duties in the kitchen and Front of House, ensuring that the required catering service is successfully delivered daily basis. This includes working as an effective team member.
- All CSA's must be physically able enough and prepared to complete all tasks set by the Manager which would include all the following below:
- Thorough and effective cleaning of the manufacturing and front of house areas, including the movement, and replacing of any furniture and equipment as required.
- Preparation of meals and or packing, observing all Quality, Hygiene and Food Safety requirements.
- The receipt, handling, storage, stock rotation, decanting and counting of all deliveries.
- Removal of waste from the manufacturing areas and recycling in line with the policy.
- To ensure full compliance with all areas of Health and Safety during the preparation and storage of food, including observing and maintaining COSHH, Safe Systems of Work, Risk Assessments, HACCP (Hazard Analysis and Critical Control Point) records & temperature controls, as requested.
- Report any defects, risks or near miss incidents immediately in accordance procedure

AVANTI SCHOOLS TRUST

Job Description

PERSON SPECIFICATION

Criteria		Requirement	
		Essential	*Desirable*
1.	Kitchen Experience		X
2.	Understanding of food hygiene and kitchen health and safety	X	
3.	Good Organizational Skills		X
4.	The ability to work unsupervised in a busy environment		X
5.	Ability to work in a group and independently		X
6.	Ability to follow strict instructions in a systematic and consistent manner	X	
7.	Commitment to the safeguarding and welfare of all students	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.
For further information - Child Protection and Safeguarding Policy 2026-2027