

Role Title			
Catering In-School 2			
Purpose of the role (job statement)			
To undertake the preparation, cooking and service of food and beverages plus other related catering duties, as directed by the cook / chef.			
Responsibilities			
Key duties:			
<ol style="list-style-type: none"> 1. Prepare, cook and serve food and beverages, as directed 2. Operate kitchen equipment, following training 3. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times 4. Prepare and clear kitchen and dining areas 5. Undertake cleaning and washing up as directed in the kitchen and dining areas 6. Check delivery of food and other catering consumables from designated suppliers and be responsible for refilling and replacing sauces, condiments and other consumables 7. Allocate tasks and oversee work of catering assistants. 			
Individuals in this role may also undertake some or all of the following:			
<ol style="list-style-type: none"> 1. Undertake cashier duties be responsible for operating a cash register and all monies during service 2. Assist in moving and setting up dining furniture 3. Assist with delivering catering for functions. 			
Indicative knowledge, skills and experience			
<ul style="list-style-type: none"> • Food hygiene certificate. • Working at or towards national occupational standards (NOS) for food preparation and cooking and knowledge / skills equivalent to current national qualifications in food preparation and cooking Level 2. 			
NJC Job Evaluation Assessment			
Factor	Relevant Job Information	JE Level	Score
1.	Knowledge Knowledge of a range of procedures for preparing, cooking and serving food, relevant hygiene requirements gained through on the job training or previous experience. Knowledge and skills equivalent to level 2 national qualifications in food preparation and cooking.	2	40
2.	Mental Skills Deals with day to day problems. Reconciles deliveries against delivery notes Follows rules that are laid down by the cook / chef.	2	26
3.	Interpersonal & Communication skills Exchange of information with other catering and dining area staff. Interaction with pupils to ascertain needs.	2	26
4.	Physical Skills Use of kitchen equipment, knives for preparation, cooking of food	3	39

5.	Initiative & Independence	Generally works from instructions, but makes some decisions involving initiative, for example allocating work.	2	26
6.	Physical Demands	Standing for periods of time whilst involved with food preparation, cooking and serving; involves carrying weights, such as saucepans, food containers. Requires ongoing considerable physical effort	3 (a)	30
7.	Mental Demands	Sensory attention for medium periods for food preparation, cooking, serving in potentially hazardous area.	2	20
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations is rare.	1	10
9.	Responsibility for People's Wellbeing	Provides basic services to pupils by cooking and serving food	2	26
10.	Responsibility for Supervision	Allocates tasks to other catering staff.	2	26
11.	Responsibility for Financial resources	Little or no responsibility for financial resources or	1	13/26
		Takes money for meals, operates cash register	2	
12.	Responsibility for Physical and Information Resources	Responsible for the safekeeping, cleanliness and use of equipment, supplies and consumables.	2(e)	26
13.	Working Conditions	Work is in kitchen and dining areas where jobholders are exposed to noise, heat and food smells.	3	30
Total				338-351