



**Holland Moor Primary School  
Catering Officer 1 – Grade 1 (FLW)**

**Operational Context Form**

<b>Post Title:</b> Catering Officer 1			
<b>Location:</b> Holland Moor Primary School		<b>Grade:</b> 1	
<b>Establishment or team:</b> School Catering		<b>Post number:</b>	
<b>Staff Responsibility:</b>	No	<b>Essential Car User:</b>	No
<b>Scope of Work:</b> To provide catering support in the preparation, cooking and serving of food and beverages plus related catering duties.			
<b>Accountabilities/Responsibilities</b> <ol style="list-style-type: none"><li>1. To prepare the dining area of service, which may include moving and/or setting up furniture, setting up of trolleys and the cleaning and dismantling of these as required after service.</li><li>2. To prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of meals.</li><li>3. To assist in the preparation, cooking and serving of food and beverages as defined by Holland Moor Primary School.</li><li>4. To serve the food according to the style and type of operation as defined by Holland Moor Primary School.</li><li>5. To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.</li><li>6. To clean on a daily basis all catering areas to standards laid down by Holland Moor Primary School as directed.</li><li>7. To undergo on and off the job training sessions as required by Holland Moor Primary School.</li><li>8. To inform the Catering Manager of any defects in light equipment.</li><li>9. To inform the Catering Manager of any defects in heavy equipment or of premises not meeting Health &amp; Safety and or Food Hygiene Regulation Standards.</li><li>10. Other related duties as are required to ensure the dining area and kitchen is in a clean and hygienic condition and that the food service is effective and efficient.</li><li>11. To undertake any other duties that may be required for the effective operation of the catering establishment.</li><li>12. In addition to the duties outlined above, all employees are required to take care of their own and other people's health and safety. Employees are to co-operate with Holland Moor Primary School by observing all Health &amp; Safety policies and advices on risk assessments.</li></ol>			

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

#### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

#### **Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

#### **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

<b>Person specification form</b>		
<b>Post title:</b> Catering Officer 1	<b>Grade:</b> 1	
<b>Directorate:</b> Holland Moor Primary School	<b>Post number:</b>	
<b>Establishment or team:</b> School Catering		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
<b>Qualifications</b>		
Food Hygiene Certificate	D	
<b>Experience</b>		
Customer Care	D	
Health and Safety	D	
Basic Food Hygiene	D	
Experience of working in the Catering industry	D	
Food Preparation skills	D	
Cash Handling	D	
<b>Knowledge, skills and abilities</b>		
Good standard of personal hygiene	E	
Able to work under pressure and use own initiative	E	
Able to meet deadlines	E	
Able to work as part of a team	E	
Good customer care skills	E	
Wear uniform provided, ensuring it is clean and tidy and observe hygiene standard at all times	D	
<b>Other</b> (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to regular attendance at work	E	R
5. Flexible working approach in terms of duties and working hours/pattern	E	I
6. Attend training courses, as and when required	E	I
7. Display the LCC values and behaviours at all times and actively promote them in others	E	I
<b>Note: We will always consider your references before confirming a job offer in writing and the successful candidate will have a two week probationary period.</b>		