

Job Description

Job Title: Peripatetic Catering Operative

Grade: Skill Zone 2 / Pay Band 5

Department: Department of Education, Sport and Culture

Location: Varied

Responsible To: Primary School Meals Catering Manager

Reports To: Primary School Meals Catering Manager

Line Manager For: N/A

Job Purpose

To travel as necessary to any kitchen where there is a staff shortage providing cover for a variety of roles including General Kitchen Assistant, Catering Assistant and Catering Operative.

The post holder is required to share the responsibility of preparation, cooking and serving of food for school lunch across any primary school sites including dining room duties, furniture moving, cleaning, clearing and washing up.

Main Activities

1. Food Delivery and Storage

The Peripatetic Catering Operative is responsible for:-

- Assisting with the ordering provisions in accordance with Financial Regulations, using the comprehensive guidance notes and completing relevant forms and documentation
- Assisting with the inspection of delivered goods, ensuring they are as ordered, checking for damage and use by date and complying with storage instructions
- Using stock rotation as best practice and complying with cross contamination reduction guidance

2. Food Preparation and Service

The Peripatetic Catering Operative has a shared responsibility for:-

- Preparing, cooking and serving foods in line with preparation and service specifications ensuring that portion sizes and menu plans are adhered to
- Servicing any special dietary and medical requirements, responding to any emergency meal requirements and meeting any special function need.
- Assisting with the completion and submission of stock, temperature, meal uptake and waste records
- Preparing the dining room as required including putting out dining furniture and preparing the service area
- Liaising with the Headteacher or teachers regarding amendments to the daily programme
- Serving the meal following best practice, encouraging pupils, in a friendly and positive manner, to try all foods
- Participating in and supporting the DESC objectives for primary school meals

3. Cleaning & Washing Up

The Peripatetic Catering Operative is responsible for:-

- Cleaning all large and small equipment, the kitchen and its offices (e.g. staff cloakroom), carrying out thorough cleaning on a regular basis and deep cleaning on periodic cleaning days
- Washing up all crockery, cutlery, food containers, kitchen utensils, food service equipment and crockery from dining room either by hand or machine
- Kitchen and dining room cleaning and clearing, including furniture moving, floor sweeping and spot mopping. Ensure that the dining room is cleared within the required timescale to support the needs of pupils and the teaching staff.
- Follow operational procedures to ensure that all equipment and surfaces are thoroughly cleaned and that gas and electrical appliances are correctly switched off before vacating the premises.

4. Health and Safety

The Peripatetic Catering Operative is responsible for:-

- Wearing the uniform provided, including safety shoes, to ensuring a smart and clean appearance and personal safety is maintained.
- Reporting equipment and kitchen defects by following procedure
- Maintaining food handling and personal hygiene standards, ensuring compliance with food hygiene regulations
- Ensuring all duties and tasks are carried out in accordance with the procedures, risk assessments and health and safety standards as indicated within the policies of the School Meals Service
- Maintain safety and cleanliness to keep colleagues and members of the school community safe

5. General

- Maintain positive working relationships with colleagues
- Maintain confidentiality and respect service users' choice, having an awareness of learning disabilities and/or challenging behaviour
- Ensuring personal skills and knowledge remain up to date and undertake relevant training health and safety, equipment use, hygiene and other areas as appropriate
- Attend meetings and training sessions as arranged
- Tasks to be undertaken will vary between the roles being covered. Refer to the relevant job description for details.
- The post holder is required to travel to any kitchen where there is a staff shortage
- Notification of school/kitchen location may be given in advance but may be given on the day.
- If the post holder is not required to cover absences the post holder will be allocated duties by the primary school meals central team which may include kitchen or office based duties as required

6. Other Factors

- To work constructively and flexibly as a team member by undertaking other tasks appropriate to the grade and role

- Contracted hours may increase by agreement dependent on the post being covered at the time. No allowance is made for travelling time but mileage may be covered outside of normal commuting

Safeguarding

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

Personal Specification

Qualifications	Essential/Desirable	Method of Assessment
Basic Food Hygiene Certificate	D	CV
Professional Catering Qualification or NVQ Level 2	D	CV
Manual Handling of Loads	D	CV
First Aid Certificate	D	CV
Awareness of Food Safety	E	CV
Knowledge and Experience		
Experience working in a catering role within a medium/large organisation	E	CV/Interview
Basic knowledge of nutritional and therapeutic diets.	D	CV/Interview
Good communication skills, both written and oral.	E	CV/Interview
Budget management.	D	CV/Interview
Knowledge of Health & Safety at Work Act.	D	CV/Interview
Skills and Abilities		CV/Interview
Able to work alone or as part of a team.	E	CV/Interview
Good organisational skills.	E	CV/Interview
Ability to work well under pressure.	E	CV/Interview

Good communication skills.	E	CV/Interview
Awareness of the need of confidentiality.	E	CV/Interview
Ability to identify hazards and risks associated with the production of food for consumption.	E	CV/Interview
Personal Attributes		
Able to work shifts	E	CV/Interview
Awareness of limitations	E	CV/Interview
Flexible and approachable	E	CV/Interview
Full, valid driving licence	E	Pre-employment checks
Isle of Man worker	D	Application
Satisfactory Police Check	E	Pre-employment checks