



## Job Description Catering Assistant

<b>Grade:</b>	Scale 3, Point 2
<b>Reports to:</b>	Catering Manager
<b>Hours of Duty:</b>	11.00am – 3.15pm (these hours are not flexible due to service timings) 20 hours per week, Monday - Friday, Term Weeks (+ 3 cleaning / training days)

The basic hours of duty may be extended from time to time to meet the needs of the school (for very occasional special events)

<b>Annual Leave:</b>	School holidays
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### Job Purpose

To carry out the preparation, serving and cleaning duties associated with the meals served in the school Dining Hall in accordance with established procedures and standards.

### Major Areas of Responsibility

- Food preparation
- Cleaning
- Customer Service
- Till operation

### Food Preparation

- Take delivery of food and store in accordance with the Food Safety Plan.
- Prepare food, present or pack ready to transfer to sales areas in line with Allergen legislation.
- Use catering equipment (including oven) in line with Manual Handling and other Health & Safety guidelines.
- Assist with the preparation of food within Food Hygiene regulations.

### Cleaning

- Ensure that the kitchen, equipment, servery, dining and ancillary areas are kept in a clean, tidy, hygienic condition at all times in order to comply with the relevant legislation.
- Wash surfaces and sanitise using designated chemicals (COSHH training given).
- Undertake hand & dishwashing washing of utensils/crockery/cutlery.
- Dismantle, clean and re-assemble cooking equipment.
- Sweep & mop floors.

### Customer Service

- Serve food to students and staff in an efficient, friendly manner.

- Communicate with customers and listen to their needs especially in relation to dietary requirements.
- Clear used dishes to washup area.
- Work as a team with other staff to ensure the delivery of a high-quality service.

### **Till Operation**

- Operate a cashless itemised till and process payments via swipe card.

### **Training**

- Undertake appropriate online or in-house training and continuous professional development. A good understanding of spoken and written English would be required for this.

### **Other Duties**

- Any other duties as determined by the Catering Manager or Headteacher, provided such duties are within the competence of the post holder.

### **Child Protection**

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the school's safeguarding policy.
- Attend training courses in respect of the above as and when required.

### **Confidentiality**

- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.

### **Special Conditions of Service**

All duties must be carried out in accordance with Health and Safety regulations.

This post is subject to enhanced DBS disclosure.

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.