

Job description for the post of: Catering Assistant

AtC Grade: B	SCP 2	Permanent, fixed term or temporary?	Permanent	Full or part time?	Part time
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Actual hours: 10 hours pw

Staff responsibility: n/a	Number of staff directly supervised: n/a	Line manager:	Catering Manager/ Assistant Catering Manager
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Main focus of this post: To assist in the preparation and serving of meals, and the clearing and washing of all catering equipment within the kitchen and dining hall.

Car user? N/A

Core Purpose

Food preparation

- Assist in the preparation and presentation of food.
- Prepare all food items within agreed cooking methods and portion controls.
- Implement and maintain the School's food standards, and work with the Catering Manager to improve where possible.
- Ensure the food safety of pupils with particular and special diets.

Health and safety

- Ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy.
- Maintain highest levels of cleanliness and hygiene within the kitchen area, and ensure that the cleaning schedule is completed on a daily basis.
- Maintain a high standard of personal cleanliness and hygiene.
- Carry out a deep clean as directed by the Catering Manager.
- Ensure compliance with the School's Health & Safety policy, COSHH regulations and all statutory health and safety requirements, and ensure that these are observed by all members of staff and visitors.
- Report immediately any machinery faults to the Catering Manager.
- Cooperate with the employer on all issues relating to health, safety and welfare.

Food Service

- Serve staff, pupils and visitors at service time to the required standard and promote a warm, friendly atmosphere.
- Help staff to supervise and look after pupils in the dining hall ensuring good order and discipline in accordance with School policies.

General

- Assist in the production and service of food & beverages for special functions, as required.
- Attend meetings and training courses as required for personal and professional development.
- Undertake such other work as may be requested by the Catering Manager up to or at a level

consistent with the principal duties and responsibilities of the role.

Note: In addition other duties at no higher level or responsibility may be interchanged with/added to this list as required.

Prepared by: J Baldwin

Date: February 202

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 help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.