



JOB DESCRIPTION – GENERAL CATERING ASSISTANT

Reporting to: Catering Operations Manager/School Chef

Location: Didcot Girls' School or St Birinus School

Key Tasks:

- To comply with Health & Safety regulations at all times
- To take instructions from the School Chef/Executive Chef/Catering Operations Manager with regard to the cleanliness of kitchen premises and all equipment
- To work with other staff members to ensure the kitchen operation runs smoothly at all times
- To undertake training as required for Health & Safety and professional development
- When directed by the School Chef/Executive Chef to assist in the preparation of hot and cold food
- To undertake general cleaning as directed by the School Chef/Executive Chef/Catering Operations Manager
- To assist with washing up and sterilisation of crockery and cutlery as required
- To assist with till operation at service times
- To undertake any other such tasks as requested by the School Chef/Executive Chef/Catering Operations Manager

Additional Duties:

- To continue personal development and participate in ongoing training as required
- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection.

Please Note:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and dress in an appropriate manner for the position.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.
- This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title



Person Specification

Characteristic	Essential	Desirable	Method of Assessment Application (A), Interview (I) or Reference (R)
Education	<ul style="list-style-type: none"> Good standard of general education 	<ul style="list-style-type: none"> GCSEs in English and Maths Current Food Hygiene Certificate 	A
Relevant Experience	<ul style="list-style-type: none"> Catering experience Retail experience Stock rotation knowledge Electronic till operation Knowledge of Health & Safety 		A A I A A/R
Personal	<ul style="list-style-type: none"> Able to work as a team member Able to work on own initiative Flexibility 		I/R I/R I/R

Grade:

- Grade 2

Disclosure Level:

A satisfactory enhanced disclosure certificate from the Disclosure and Barring Service (DBS) will be required before appointment to this post can be confirmed