

JOB DESCRIPTION CATERING ASSISTANT



Responsible to: Catering Manager

Main purpose: Assist, as directed, with all aspects of preparing and serving fresh food and beverages ensuring high standards of quality, hygiene and presentation in line with the school's requirements.

Duties and responsibilities:

- Prepare basic food items fresh vegetables, fruit, salad items and sandwiches.
- Maintain general cleaning of the kitchen and associated areas including all catering related equipment in accordance with the weekly/fortnightly cleaning schedule.
- Set up and clear away dining areas, cleaning counters, floors and equipment as required.
- Check and store suppliers' food deliveries correctly in the absence of the Catering Manager.
- Responsible for the washing up of all crockery and cutlery together with all food service equipment.
- Deliver food and beverages around the school for students, visitors and staff meetings.
- Keep up to date with food safety standards including food allergen and dietary awareness.
- Undertake deep cleaning of all kitchen areas and maintain hygiene standards, including personal hygiene.
- Work collaboratively with colleagues to ensure smooth catering operations and undertake other tasks as may be reasonably required from time to time.
- Communicate effectively with students, staff and other departments to support efficiency, safety and support high standards of student care and development.
- Proactively observe and comply with all school policies and procedures including those relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person following the relevant recording and reporting processes.
- Be aware of and integrate in own practice the principles of Keeping Children Safe in Education.
- Maintain a flexible, proactive "can do" approach to tasks and responsibilities.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the post. It is not a comprehensive list of all tasks that the postholder will carry out. This job description may be amended at any time in consultation with the postholder.

This role involves contact with and responsibility for children and young people and will be engaged in regulated activity. The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against DBS.