



# Blessed George Napier Catholic School

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## Job Description

**Post Title:** Catering Assistant [casual]

**Salary:** Grade 2

**Hours:** Variable hours as agreed with Chef Manager  
When service support/cover is required between 09:30 and 14:30,  
Monday to Friday [Term-Time Only]

**Line Manager:** Helen Dickins [Chef Manager]

**Purpose:**

- Responsible, under the direction of the Chef Manager, or such other person as may be designated by the Academy Committee, for assisting the Catering Supervisor & Cook in providing Catering Services for BGN School (and if appropriate, extended Catering Services for St Johns / St Joseph's / Frank Wise Holy Trinity Schools)

**Core Duties:**

➤ **General Kitchen Duties to include:**

- Washing up
- Preparation of food
- Cake decoration & preparation of sandwiches and baguettes
- Filling of machines
- Putting stock away

➤ **Cleaning as required by the Catering Manager**

➤ **Serving of food**

➤ **Operation of tills**

**Team Working**

- To work co-operatively with colleagues to achieve the aims and objectives of the post and the school.

- To participate positively in the implementation of new working methods and practices as required.
- To undertake other duties within his / her competence or otherwise appropriate to the grading of the post as required.

#### ***Other***

- There may be occasions where the post holder is required to undertake work or training offsite from BGN /at other affiliated sites within our contract

#### ***Personal Development***

- To work positively and constructively with the line manager to identify strengths and agree an action plan in relation to development needs, to set these out in a personal development plan, which will be reviewed regularly with the line manager.
- To be aware of the current national and local issues relating to Education insofar that they affect the post.

#### **General**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- It is a requirement, in accordance with the guidance of the Catholic Education Service, that staff in Catholic Schools should “have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same”.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- 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 employee who develops a disabling condition.

#### **Health & Safety**

- To comply with the school’s Health & Safety Policies and undertake risk assessments as appropriate
- To undertake basic Food Hygiene and, if requested, First Aid and any other required training and update courses
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Principal, Catering Services Development Manager and others responsible for Health and Safety on all issues to do with Health, Safety & Welfare

#### **Other Specific Duties**

- **To be committed at all times to the safeguarding and protection of children and young people.**
- **To report any child protection concerns to the designated person in the school (please refer to ‘Child Protection Policy’ on staffroom notice board)**
- **During the course of undertaking their duties, all employees will be expected to promote, maintain and uphold fundamental British Values**

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I agree to uphold the terms of this Job Description

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Updated: 30.01.2025