



Holyhead

Teach What Matters

Post Title and Grade	General Catering Assistant - 13.5 hours per week Salary Scale Point 3
Reporting to	Catering Manager
Liaising with	Catering Team, Business Manager, Site Team
Areas of Responsibility and Key Tasks	
Core Responsibilities • To be responsible to the Catering Manager for the supervision of students on the premises during the School's morning break and lunchtime break. To ensure students safety and well-being and that they behave in an appropriate manner. Supervise queues for the dining room. • To work under the supervision of the Catering Catering Manager and Deputy Catering Manager, assisting with the preparation, cooking, serving and general kitchen cleaning.	
Key Tasks • To prepare the dining room for break and lunch service, including laying of tables when necessary and to move the dining room furniture within the dining room when necessary • To assist with the basics preparation of food and refreshments, which include some cooking • To assist with the care, cleaning, and maintenance cleaning of all equipment in use in the kitchen as required. • To serve meals and refreshments in line with school requirements. • To ensure the smooth running of the dining room by encouraging students to use good table manners and behave appropriately • To ensure students return trays, empty plates and cutlery etc to the collection area and supervise clearing and stacking of trays, plates and cutlery • Ensure the kitchen and dining room is kept safe at all times by wiping spillages • To assist with the washing up of all kitchen items • To operate the cashless till system under the direction of the Catering Manager. • To wipe tables during and after the break and lunchtime periods to maintain a pleasant area to eat in • To clean the dining hall at the end of the lunch service • To assist with the care, cleaning and maintenance of all equipment in use in the kitchen and toilet areas as required	



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- To report to the Catering Manager if an accident occurs, or if any student has been taken ill
- Supervise/maintain behaviour in the hall, corridors and queues.
- To maintain the agreed standard of dress and appearance
- To comply with school policies
- To promote the policies and procedures of the school at all times
- To work in a safe manner at all times having due regard for others and food safety and health and safety legislation
- To attend and undertake training courses commensurate with your duties

Other Responsibilities

- And any other duties, which may be deemed appropriate by the Principal for the smooth running of the school

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes

Other Specific Duties

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- 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 adhere to Holyhead's agreed Code of Conduct.



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- 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
- This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.
- The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.