



# ST. NICHOLAS SCHOOL

Philpott Avenue, Southend-on-Sea, SS2 4RL  
Headteacher: Mrs L. Fox

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SEN Trust Southend



## Job Description

JOB DESCRIPTION: **Catering Assistant**

RESPONSIBLE TO: The Headteacher

DUTIES: The conditions of service of employees holding this job description are those of the National Joint Council for Local Authorities (Administrative, Professional, Technical and Clerical Services) conditions of service. In addition there is the reasonable requirement in accordance with these conditions of service that certain particular duties will be undertaken and completed in a satisfactory manner. These particular duties are set out below:

### **To operate within the Care and Control Policy of the School.**

1. To prepare the dining area, which will include moving and setting up furniture.
2. To prepare the service area, hot cupboards and other equipment.
3. To assist in the preparation, serving of food and beverages.
4. To wash dishes, cutlery, and all other equipment.
5. To clean all catering areas on a daily basis.
6. To clear away the furniture in the dining area and ensure the floor is clean.
7. To maintain standards of kitchen & personal hygiene and health & safety and operate to the standard required by the Statutory Health & Safety and Safety & Hygiene Regulations.
8. To undertake any other duties that may be required for the effective operation of the catering establishment.
9. The post holder is expected to provide general assistance at school functions and to take an active part in the School community. The postholder is expected to have a responsible attitude and self-presentation commensurate with this important post in the School.

These duties may be varied to meet the changing demands of the School at the reasonable discretion of the Head. 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 above.