

Job Description

Catering Assistant



Job Category: Catering Assistant
Reports to: Catering Manager/School Cook
Line manages: N/A

Purpose of the Role

To generally support the catering function in providing a high-quality catering service for students and staff. To undertake food preparation duties and cooking tasks, to serve meals and refreshments, to clean the kitchen and equipment and to undertake cashiering duties as required.

Key Duties and Responsibilities

- Assist in food preparation and general cooking tasks as directed by the Catering Manager/School Cook in accordance with agreed menus to ensure that meals are prepared at the appropriate times
- Assist with serving meals. To serve meals at appropriate times and in the appropriate quantities/manner in order to meet needs and agreed catering standards
- To ensure that a high standard of hygiene is maintained in the kitchen.
- Maintain tidy and organised work spaces and storage areas
- Check equipment/machinery used and ensure health & safety guidelines are adhere to.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.