

## Job Description

### Catering Assistant

**Salary:** Grade 4 (5 -7) £20,105 - £20,743 (Actual) – Pay award pending

**Hours:** 30 hrs

**Reports to:** Catering Manager



#### **Core Purpose:**

To Provide support to the Catering Manager in the provision of school meals and hospitality across the academy.

#### **Main Responsibilities:**

- Assist the Catering Manager to undertake the preparation, cooking and presentation of food, snacks and drinks for staff, students and visitors in strict adherence to Food Hygiene and Health and Safety legislation and codes of practice.
- Provide absence cover for the Catering Manager.
- Assist the Catering Manager to ensure all catering operations comply with all relevant health and safety legislation and food safety conditions.
- Carry out food service professionally and efficiently.
- Operate cash registers in compliance with RDUTC's financial procedures.
- Carry out cleaning tasks in accordance with procedures and COSHH regulations to maintain a high level of hygiene, facility presentation and customer satisfaction.
- Assist with the setting up of rooms as required to meet the operational needs of the catering provision.
- Support Catering Manager to teach students at Cookery Club.
- Support Catering Manager with hospitality at open events, parents' evenings, careers expos, employer breakfasts, staff training days etc.
- Ensure staff work areas are fully stocked with tea, coffee, milk and sugar.
- Implement policies and operational procedures designed to improve and support service delivery in pursuit of excellence.
- Implement the RDUTC safeguarding policies effectively.

**Personal Specification**

**Administration Assistant**

	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
<b>Qualifications</b>	Basic food hygiene certificate (or willingness to obtain)  Understanding of Health & Safety and Food Hygiene regulations	Level 2 Food Safety certificate First Aid qualification
<b>Experience</b>	Experience of working in a catering, hospitality, or food service environment  Experience of food preparation, service, or kitchen support duties  Experience of working with customers in a busy environment  Experience of cash handling and operating tills	Experience working in a school, college, or similar environment  Experience supporting events or room setup for catering services
<b>Personal Qualities</b>	Reliable, punctual, and flexible approach to work  Positive and professional attitude  Commitment to maintaining high standards of hygiene and customer service  Ability to work under pressure in a fast-paced environment  Willingness to take initiative and support the Catering Manager, including providing cover if required  Commitment to safeguarding and promoting the welfare of students	