



JOB DESCRIPTION

POST HOLDER	Catering Assistant (10hours)
ACCOUNTABLE TO	Catering Manager
SALARY/SCALE	Salary £24,413 FTE (Actual salary £5,662 per annum) NJC Grade A1, scale point 2
DETAILS OF POST	<ul style="list-style-type: none">• Permanent, term time only plus 5 training / additional days• 10 hours per week• Monday to Friday (11.30am – 1.30pm)• Protective clothing provided• The post includes a substantial amount of lifting, bending and stretching.
JOB PURPOSE	To develop, deliver and maintain a high-quality catering service.
MAIN DUTIES / KEY TASKS	<ul style="list-style-type: none">• To provide a quality focused service.• To deliver services to an agreed standard, maintaining visibly acceptable levels of cleanliness at all times.• Comply with all Health and Safety and Food Hygiene regulations and attend appropriate training as directed.• To prepare and serve food drink to customers within Health and Safety approved standards during service times.• To assist with table clearing and general cleaning duties.• To complete daily check lists as identified by the Catering Manager.• To prepare all counter area before serving and ensure that equipment is in place for customer provision.• Receipt and storage of deliveries.• Operation of dishwasher.• Set out and remove dining furniture.• To assist in dealing with catering complaints and enquires.• Work unsupervised when required.
OTHER RESPONSIBILITIES	<ul style="list-style-type: none">• Carry out any other duties as may be reasonably required or directed by the Headteacher, Catering Manager and members of the senior leadership team.• On Occasion work at other schools as directed by the Catering Manager• Contribute to the Catholic ethos of the school• Comply with the school's approved policies and procedures



	<ul style="list-style-type: none">• Participate in and support the school's performance management process and attend any relevant training• There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice.• <i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i>
--	---

VARIATION IN ROLE

Given the dynamic nature of the role and structure of the school, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Our school is committed to promoting and safeguarding the welfare of all children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.