



CATERING ASSISTANT

Grade 2 £12.45 p/h

20 hours per week/Term Time only

Required as soon as possible

JOB DESCRIPTION

Job Title	Catering Assistant
Band/Job Group	Grade 2
Hours/Weeks	20 hrs per week Term Time Only
Responsible to	Catering Manager/Academy Operations Manager

Job Summary

To work under the control and direction of the Catering Manager, assisting with the preparation, cooking, serving and the general kitchen cleaning.

Additional duties and responsibilities

- To assist with the basic preparation of food and refreshments, which may include some cooking.
- To assist with the care, maintenance and cleaning of all equipment in use in the kitchen when required.
- To prepare the dining room for service, including cleaning, sweeping, mopping and laying of tables when necessary.
- To set out and put away the dining room furniture within the dining room when necessary.
- To serve meals and refreshments in line with school requirements.
- To assist with the washing up and cleaning of all kitchen and dining equipment.
- To assist with the general daily cleaning of kitchen and associated areas.
- To work within food hygiene regulations and Health & Safety and carry out regular training when required.
- To be aware of company procedures for food allergies and ensure dietary requirements are met.
- To complete kitchen documentation, e.g. cleaning schedules
- To serve food in an efficient, friendly manner.

Hours of Work

- Hours and times of work may be varied at any time to meet the needs of the school. On occasions, you may be required to work overtime.

Other Specific Duties

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Security, Confidentiality and Data Protection and to report all concerns to the appropriate person.
- Ensure all tasks are carried out with due regard to Health and Safety.
- Have due regard and take responsibility for your own safety and that of colleagues, students and visitors in accordance with legislation and the School Health and Safety Policy.
- To take part in the school's professional development including adhering to the principle of performance management.
- To support the school in meeting its legal requirements for worship
- To promote actively the school's corporate policies
- To continue personal development as agreed
- To engage actively in the performance review process
- To undertake any other reasonable duty not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task 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 be courteous to colleagues/students and provide a welcoming environment to visitors and telephone callers.

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.

Observance of the school's Equal Opportunities Policy will be required.