

Torquay Girls' Grammar School



Name:	-
Job Description:	- Catering Assistant
Salary Range:	- Grade A
Responsible to:	- Catering Manager
Job Purpose:	- Assisting in preparing and cooking meals, and working as part of a team to deliver all aspects of the school's food service.

Key Duties

Operational

- Preparation of food and meals in accordance with agreed recipes/methods
- Prepare ingredients for meals under direction
- Decant and/or serve food for transportation to other areas of the school and ready for service in the main kitchen servery
- Present food to a high standard
- Serve food to customers, adhering to portion control
- Ensure that cooked and raw foods are kept separate during the preparation/cooking/service process
- Ensure that clean and dirty processes are kept separate
- Operate tills, check float
- Ability to be flexible and work in all areas of the catering department
- Contribute ideas for menus and special events such as themed days

Health and Safety

- Comply with current Food Safety legislation
- Ensure good knowledge and pay close attention to products and their allergens
- Ensure compliance with all health and safety policies and procedures
- Operate catering equipment safely and in accordance with instructions
- Report faulty equipment and other maintenance requirements to appropriate person
- Ensure equipment is switched off as appropriate
- Maintain the security of school premises by following school procedures
- Ensure the security of the kitchen, associated stores and surrounds

Maintenance of Hygiene

- Maintain high standards of food hygiene and cleanliness in the kitchen, equipment and surrounds
- Ensure that catering practice complies with appropriate Health and Safety Legislation

Resources

- Ensure that maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed by line manager
- Refill and replace consumables
- Organise, rotate and put away daily deliveries

- Report faulty equipment and other maintenance requirements to appropriate person
- Comply with school security arrangement i.e. securing entrances/exits as appropriate
- and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

Organisation

- Monitor and arrange orderly and secure storage of supplies
- Daily check for quality/safety e.g. routine visual checks of equipment
- Operation of every day equipment in accordance with instructions

General Duties

- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To fulfil Safeguarding responsibilities in accordance with the TGGS Safeguarding Policy
- To engage with relevant training and professional development related to the role.
- To refer regularly to staff notices and attend morning briefings.
- To contribute to the overall ethos/work/aims of the school.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post. It may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here as directed by the Headteacher.

Signed: Date: