



## Job Description – Catering Assistant

**Responsible to: Kitchen Manager**

**Job Purpose:** To provide support in the preparation, cooking and serving of food and beverages plus related catering duties.

### Main duties and responsibilities:

- ☞ To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- ☞ To prepare the service area, hot cupboards and other equipment in the dining centre for the efficient and effective service of the meal.
- ☞ To assist in the preparation of cooking and serving of food and beverages.
- ☞ To serve food appropriately, under the direction of the Kitchen Manager.
- ☞ To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining centre.
- ☞ To clean, on a daily basis, all catering areas to the required standard.
- ☞ To work at all times in accordance with Health & Safety and Food Hygiene Regulations standards.
- ☞ To undergo training, both on and off the job, as required.
- ☞ To inform the Kitchen Manager of any defects in equipment or of premises not meeting Health & Safety and/or Food Hygiene Regulations standards.
- ☞ To undertake such other related duties as are required to ensure the dining area and the kitchen are in a clean and hygienic condition and that the food service is efficient and effective.
- ☞ To undertake any other duties that may be required for the effective operation of the catering establishment.

### General

- ☞ Ensure that General Data Protection Regulations (GDPR) are adhered to effectively.
- ☞ Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Kitchen Manager.
- ☞ Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- ☞ Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- ☞ To undertake any training commensurate with the post.
- ☞ To adhere to the Academy Staff Code of Conduct.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.**

**Diversity statement:** At Cranfield Church of England Academy, we support the principle of equality and diversity in employment wholeheartedly and welcome applications regardless of age, disability, religion or sexual orientation.

**Safeguarding statement:** The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Candidates will be required to undergo a number of pre-employment checks including an enhanced DBS check.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List and Criminal Bureau Check. It is an offence to apply for this post if you are barred from engaging in regulated activity relevant to children.