

JOB DESCRIPTION

Post: Catering Assistant

Scale: Grade 1



Main job purpose

To assist in the preparation, cooking and serving of meals (under the direction of the Catering Manager), general washing up and cleaning.

Main responsibilities and duties

- To assist in all aspects of food preparation, cooking and serving of meals and deputise for absence of Kitchen Supervisor.
- Preparing the area for meals
- To carry out washing-up, cleaning of equipment and kitchen areas, as directed.
- To clear and clean the dining areas.
- To prepare beverages, as directed.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Problem solving and creativity

Work to strict deadlines to plan day to day activities, but within established routines, within budget available and guidelines on nutritional content.

Key Contacts & relationships

Deal with routine enquires from staff, pupils, visitors etc but to refer more complex queries affecting the service / arrangements to the Headteacher.

Resources

Handles and operates a range of kitchen and food preparation equipment (e.g. Ovens, hobs, food processors, cutting equipment, pans and catering machinery). Training and personal protective equipment will be provided.

Working environment

- Kitchen environment. Exposure to hot equipment, materials on a daily and continuous basis.
- Requirement to transport/carry foods trays and kitchen equipment (not exceeding 25kg).

