

# 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).

