

## JOB DESCRIPTION

**NAME:**

**POST:** Catering Assistant

**RELATIONSHIPS:**

Responsible to the Cook in Charge / Assistant Catering Manager

**PURPOSE:**

Main duties will include food preparation, lunch service, recording temperatures, clearing, cleaning and general kitchen duties.

**RESPONSIBILITIES:**

- Maintain high standard of personal appearance, behaviour and hygiene.
- Maintain high standard of kitchen hygiene.
- Have knowledge of the menu in advance.
- Report any damage or mechanical faults in equipment to the Cook in Charge.
- Help maintain a good relationship between kitchen staff.
- Complying with, promoting and acting in accordance with all AE Trust and Wey Valley Academy policies.
- Maintaining consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- Keeping colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- Complying with data protection legislation and expectations for confidentiality.
- Developing your effectiveness in a support role through up-dating your knowledge and skills and seeking and taking account of constructive feedback on your performance.
- Identifying and agreeing personal development objectives with the line manager.
- Making effective use of the development opportunities available to you.
- Any other duties commensurate with this post as directed by the Cook in Charge.

**DUTIES:**

- Help prepare, cook and serve lunch.
- Give guidance to helpers.
- Assist with general cleaning of surfaces, floors, walls and equipment.
- Help in service of meals.

### Wey Valley Academy

Steve Dyer, Principal

Matt Britt, Chief Education Officer

Sir Jon Coles, Interim Chief Executive Officer

01305 817 000

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Dorchester Road, Weymouth, Dorset, DT3 5AN

- Help Cook in Charge with ordering and stock check.
- Preparation of sandwiches and light snacks for Governors Meetings/Parents Evenings.
- Prepare packed lunches for school trips.
- Help with dining-room washing-up.
- To cover Breakfast Club duties as and when required.
- Promoting and safeguarding the welfare of pupils in your care or that you come into contact with in accordance with the Federation Safeguarding Policy.

#### ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the postholder.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the postholder) to reflect the changing needs of the Trust.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Chief Executive Officer or his/her representative.

**This job needs to be considered in the context of a changing and evolving Trust and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.**

Signed: ..... Date:.....  
Kitchen Assistant

Signed: ..... Date: .....  
Associate Principal

#### Wey Valley Academy

Steve Dyer, Principal  
Matt Britt, Chief Education Officer  
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