

## BROOMHILL BANK SCHOOL

### JOB DESCRIPTION

**JOB TITLE:** Catering Assistant

**REPORTING TO:** Catering Manager

**SALARY RANGE:** Kent Range 4

**EFFECTIVE DATE OF JOB DESCRIPTION:** February 2023

<b>1</b>	<b>JOB PURPOSE</b>
	Support the provision of school meals and refreshments at Broomhill Bank School.
<b>2</b>	<b>PREPARATION AND COOKING</b>
2.1	Assist with the preparation and cooking of the main dishes and cover the cooking duties in the absence of the catering manager.
2.2	Prepare salads and prepare and cook vegetables.
2.3	Prepare sandwiches and rolls.
2.4	Prepare dining areas for serving of meals.
2.5	Assist with the receipt and storage of food to enable the Catering Manager to maintain good stock control.
2.6	Monitor fridge stock rotation to enable appropriate standards of hygiene to be maintained.
2.7	Undertake and record temperature readings.
<b>3</b>	<b>CLEANING</b>
3.1	Washing up of all cooking utensils, crockery, cutlery etc.
3.2	Provide daily, weekly, termly and annual cleaning and sanitizing as required in the catering area (including the dining room) and including equipment and appliances, according to the cleaning schedule so that meals can be prepared in accordance with high standards of hygiene.
3.3	Clear dining areas after service
<b>4</b>	<b>STANDARDS AND QUALITY ASSURANCE</b>
4.1	Support the aims and ethos of the school.
4.2	Set a good example in terms of presentation, punctuality and attendance and behaviour.
4.3	Attend and participate in 'special' school events and student performances.
4.4	Actively uphold the school's behaviour code, school rules and uniform regulations.
4.5	Participate in staff training with commitment to own Continuous Professional Development.
<b>5</b>	<b>OTHER DUTIES AND RESPONSIBILITIES</b>
5.1	Comply with the KCC Food Hygiene Policy, Health & Safety and Fire Regulations and other food

	standards (including Allergen's legislation).
5.2	Work within the policies, codes of practice and legislation relating to the school, reporting any concerns to the relevant person.
5.3	Undertake any other reasonable and related duties.

***The governors are committed to safeguarding and promoting the welfare of children and the successful candidate will therefore be subject to an Enhanced Check with the Disclosure Barring Service.***

***Broomhill Bank School recognizes diversity and welcomes applications from anyone with relevant qualifications and knowledge.***