



Earlscliffe

JOB Role – Catering Assistant

Responsible to:

The Catering Assistant is responsible to the Bursar, although the direct line manager is the Head Chef.

Key Responsibilities:

Food preparation

- Assist in the preparation and presentation of food.
- Prepare all food items within agreed cooking methods and portion controls.
- Implement and maintain the School's food standards, and work with the Head chef and Sous Chef to improve where possible.
- Ensure the food safety of students with particular and special dietary requirements.

Health and safety

- Ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy.
- Maintain highest levels of cleanliness and hygiene within the kitchen area and ensure that the cleaning schedule is completed on a daily basis.
- Carry out a deep clean as directed by your line manager.
- Ensure compliance with the School's Health & Safety policy, COSHH regulations and all statutory health and safety requirements, and ensure that these are observed by all members of staff and visitors.
- Report immediately any machinery faults to the Head Chef/Sous Chef
- Cooperate with the employer on all issues relating to health, safety and welfare.
- Maintain a high standard of personal cleanliness and hygiene.

Food Service

- Serve staff, students and visitors at service time to the required standard and promote a warm, friendly atmosphere.
- Supervise and look after students in the dining room ensuring good order and discipline in accordance with School policies.

General

- Assist in the production and service of special functions, as required.
- Attend meetings and training courses as may be required for personal and professional development.
- Undertake such other work as may be requested by the Head Chef up to or at a level consistent with the principal duties and responsibilities of the role.

N.B this job description contains the most important duties and tasks regarding the job to be done. It is not an exclusive / exhaustive list.



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PERSON SPECIFICATION

Skills/Abilities/Knowledge

- Ability to carry out duties as detailed in the Job Description.
- Is punctual and reliable.
- Ability to manage time effectively to complete tasks to a high level.
- Ability to prioritise work.
- Able to work with minimum supervision.
- Ability to work both alone and within a team to achieve specified standards.
- Ability to demonstrate an understanding of why Equal Opportunities are important in employment and service delivery.
- Ability to respect and value the different experiences, ideas and backgrounds others can bring to work and teams.
- Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- To undertake any training relevant to your role.
- Must be in good health.
- High standards of personal hygiene

Qualifications/Experience

- Able to communicate clearly, understand and follow instructions.
- Experience of undertaking general cleaning duties.