## JOB DESCRIPTION

## Catering Assistant

| Job Title: | Catering Assistant |
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| Post No: | 11864 |
| Salary Grade: | NJC Grade D2, Spine Point 4 |
| Working Hours: | Part time $-\mathbf{2 0}$ hours per week, 9:30am - 1:30pm |
| Weeks per year: | Term-Time - including x5 additional ‘Deep Cleaning' days per year |
| Reports to: | Catering Manager |

1. Main Purpose of Job

To provide support in the preparation, cooking and serving of food and beverages plus related catering duties.
2. Accountabilities
(i) To maintain high standards of cleanliness, safety and hygiene and to work within the guidelines of the Health and Safety and Hygiene Regulations.
(ii) To assist with the setting up of the service counter, serve food and clean the area after dinner service.
(iii) To set out dining room furniture and prepare the room for dining.
(iv) To load dishwashers, wash crockery, cutlery, cooking and serving utensils.
(v) To clean dining areas, kitchen and catering equipment after lunch, including cleaning and putting away tables and chairs.
(vi) To mop/disinfect the hall floor following lunch service.
(vii) To inform the Catering Manager of any defects in equipment, suspect food or other concerns relating to Food Safety.
(viii) To maintain confidentiality of information acquired in the course of undertaking duties for the school.
(ix) To act in accordance with the equal opportunities policy and undertake duties as required by corporate and directorate action plans.

## 3. Organisation

The line manager for this post is the Catering Manager. The post-holder works under the direction of the Catering Manager.
5. Financial Accountabilities

The post has no financial accountabilities.
6. Working Environment

The appointment is to Inspire Academy.
The postholder will be part of a supportive team, working with vulnerable children with SEMH needs and therefore could be exposed to verbal and physical abuse.

