

# Outline Job Description

---

<b>Post Held</b>	<b>Catering Assistant</b>
<b>Pay Range</b>	<b>Hourly Rate</b>
<b>General Duties</b>	<p>To assist in the hygienic preparation, cooking and delivery of meals and snacks</p> <p>To clean the kitchen and surrounding areas and also equipment to a high standard</p> <p>To wash crockery, cutlery and cooking equipment etc. To stock serving areas with items for sale etc. To serve meals, snacks and drinks and operate till point. To supervise students in dining areas</p> <p>To provide catering service at any designated point of sale around the school site</p> <p>To restock and clean vending machines</p> <p>To clean down all preparation areas in the staff room and 6<sup>th</sup> form common room</p> <p>To be responsible for the reordering of vending stock and to perform weekly stock counts</p> <p>To work within food hygiene protocols and other school policies having regards for own health and safety and that of others</p> <p>Undertake Level 3 Food Safety and Allergy Awareness</p> <p>Deputise for the Assistant Cook in the event of Cook or Catering Manager absence</p> <p>On occasion to work outside of hours to meet school requirements and that of users of school facilities.</p> <p>Follow safeguarding procedures as outlined by the DSL and listed within relevant policies</p> <p>Any other task commensurate with the post as requested by the Catering Manager and/or Cook</p>
<b>Reporting to</b>	Catering Manager