

## **NORTHFLEET SCHOOL FOR GIRLS**

### **JOB DESCRIPTION**

**Post:** Catering Assistant

**Reporting To:** Lead Cook

**Post Level & Grade:** Kent Scheme Grade A  
18.5 hours per week / Term Time only  
Monday to Thursday 11:00 – 14:45  
Friday 10:30 – 14:00

**Purpose:**

To support the Lead Cook through assisting with the preparation, cooking and serving of food and refreshments. This will be realised through;

- Assisting in the preparation of cooking and service
- Preparing catering outlets for students and serving as appropriate
- Support in ensuring a 'high expectations' environment

**Main Duties:**

**Assisting in the preparation of cooking and service**

- Support the Lead Cook in the preparation and production of the catering food and drink offer
- Ensure that all food is produced to a high quality and served in a timely manner
- Support in additional internal or external events as reasonably requested

**Preparing Catering outlets and serving students/staff**

- Prepare service areas for service and being involved in the efficient running of break, lunch and other areas
- Work across the range of catering outlets as requested
- Ensure a positive, polite and professional service for staff and students and other stakeholders
- Feedback to the Catering Manager and Lead Cook on any way in which service practice can be improved

**Support in ensuring a 'high expectations' environment**

- Support in ensuring a calm, orderly and positive canteen/catering outlet environment
- Work with the whole team to ensure high levels of hygiene and professional appearance in all areas
- Support in ensuring the display of all catering items is of a professional appearance
- Washing crockery, catering equipment, including fridges, ovens and large equipment.
- Undertake cleaning of furnishings and floors

### Other duties

- Taking responsibility for attending and participating in open evenings and school events which promote the school.
- To undertake any other duties that the Headteacher may reasonably request.
- Being aware of the responsibilities for Health and Safety of all within the school

### Knowledge, Skills & Personal Qualities:

Essential	Desirable
Strong drive to ensure a high quality provision provided for all stakeholders	Experience of a delivering a wide range of food styles
Understanding of key food safety and hygiene legislation along with a willingness to keep up to date	Experience in catering in a similar environment
Ability to work under pressure	
Calmness and sense of humour	

### Personal Qualities:

1. To be a good role model for behaviours and attitudes with a sense of humour and empathy for children.
2. To be able to encourage independence of self; consider support and contribution of others both as people, groups, communities and environments.
3. Awareness of the responsibilities for safeguarding students in their learning environment.
4. An ability to assess how your work contributes to the whole school picture.

### Note:

- The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

**Organisation:**

Headteacher



Facilities Manager



Catering Manager



Lead Cook



Catering Assistant

Signed (Postholder):

Date:

Headteacher:

Date: