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**JOB DESCRIPTION FOR CATERING ASSISTANT**

**Name**

**Job Title** Catering Assistant

**Responsible to:** Catering Manager

**Date:**

**Purpose of Job**

To assist in the preparation, cooking and serving of food and beverages, as directed.

**Key Duties and Responsibilities**

1. Assist in preparation, cooking and serving of food and beverages.
2. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
3. Operate kitchen equipment, following training.
4. Undertake cleaning and washing up as directed in the kitchen and dining areas.
5. Refill and replace consumables.
6. Assist with moving and setting up dining furniture.

This job description is generic in the tasks and activities that the post-holder is expected to undertake and duties may change as needed without changing the level of responsibility associated with this post.

**Signed ………………………………………………………………….(Post Holder) Date…………………………**

**Signed ………………………………………………………………….(Headteacher) Date………………………**