



## WHINLESS DOWN ACADEMY TRUST

### 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.....**