



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.....**