



### CATERING ASSISTANT JOB DESCRIPTION

**NAME:**

**Post Held:** Catering Assistant

**Responsible to:** Catering Manager and Headteacher

**Liaises with:** Kitchen Team, Office Team, Deputy Headteacher and Headteacher

**Salary Range:** KSA

**SUMMARY OF JOB:**

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

**KEY DUTIES AND RESPONSIBILITIES:**

1. Assist in the preparation, cooking and serving of food
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. Support Catering Manager to unload and load supply deliveries, take a stock inventory, and organise supplies and consumables.
6. Assist with cleaning, moving and packing away dining furniture

The above job description was agreed on ..... (date).

This job description may be reviewed and/or amended at any time in light of the needs of the school and professional development of staff. Before any changes happen, you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual Appraisal process.

The school and its staff is committed to safeguarding and promoting the well-being of children and young people.

Catering Assistant signed	
Date	
Headteacher signed	
Date	