



**JOB TITLE:** Café Assistant

**SCALE:** Kent Range 2

**RESPONSIBILITY TO:** Chef Manager

**RESPONSIBILITIES AND DUTIES**

To assist in the hygienic preparation, delivery and/or serving of meals and ensuring the cafe and equipment is cleaned to a high standard.

**Principal Duties and Responsibilities:**

1. Provide daily cleaning of cafe surfaces, floors, equipment and appliances to ensure the cleanliness of the working environment, so that meals can be prepared in accordance with acceptable standards of hygiene.
2. Assist with the preparation, delivery and/or serving of food to enable the Cook to prepare and serve meals on time.
3. Assist in the cook's absence ensuring meals are served on time
4. Assist with the receipt and storage of groceries to enable the Cook to maintain adequate stock control.
5. Monitor fridge stock rotation to enable standards of hygiene to be maintained (where applicable).
6. Attend training courses as required and assist in the training of other premises support staff as directed.
7. Comply with Health & Safety, Fire Regulations and other County policies.
8. The post holder will be expected to have a flexible approach to their work within the Federation catering department.
9. Any other duties as directed by the café supervisor

Signed..... Café Assistant

Signed....  ..... Executive Headteacher

## The Beacon SCHOOL

### JOB SPECIFICATION: Café Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• You will not need previous specific experience or qualification. Recent school leavers will have evidence of basic educational achievements or qualifications.</li><li>• Food hygiene certificate an advantage.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Some relevant experience working with food and / or in a kitchen environment.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to use of kitchen equipment, knives for food preparation.</li><li>• Ability to be able to exchange of information with other catering and dining area staff. Interaction with pupils to ascertain needs.</li><li>• Needs to be able to be responsible for the safekeeping, cleanliness and use of equipment, supplies and consumables/assembly or disassembly of equipment used by others.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of a limited number of procedures and equipment for preparing, serving and assisting with cooking of food, relevant hygiene requirements.</li></ul>