

CATERING ASSISTANT: JOB DESCRIPTION

Line of responsibility

The Catering Assistant will be directly responsible to the Catering Manager.

Job purpose

The Catering Assistant is responsible for:

- Assisting in the provision of an efficient and effective catering service in accordance to healthy eating and DFE guidance.
- Assisting in the preparation, cooking, presentation and serving of meals and snacks.
- Ensuring that food hygiene and health and safety regulations are in place and adhered to including the completion and recording of necessary checks.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- S/he is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.

Job specification

Operational

- S/he shall maintain good relationships with all staff, students, visitors, suppliers and contractors.
- S/he shall check and put away deliveries as required ensuring food delivered is handled and stored correctly, including the rotation of stock.

- S/he shall carry out cleaning and maintenance tasks within catering and dining areas to ensure a clean, safe and workable environment at all times.
- S/he shall wash all kitchen utensils and equipment and put them away appropriately.
- S/he shall maintain a high standard of food and kitchen hygiene.
- S/he shall carry out and record details of equipment and appliance checks as required.
- S/he shall carry out and record temperature testing as required.
- S/he shall report any faults with equipment and appliances to the Catering Manager.
- S/he shall prepare the dining area prior to and after service, including the moving and/or setting up of furniture, trolleys and equipment.
- S/he shall inform the Catering Manager of stock levels and requirements.
- S/he shall assist in the preparation and cooking of food to the highest standard.
- S/he shall serve all food and beverages during service times, having due regard at all times to quality control and quantity.
- S/he shall provide a good standard of customer service to all users of the catering area.
- S/he shall maintain and fill vending machines as required.
- S/he shall carry out special catering function work as required.

Administrative/financial

- S/he shall complete administrative duties to the required level of accuracy.
- S/he shall act as a cashier and take the correct payment for food and/or beverages purchased.
- S/he shall assist in stock take and procurement procedures as required.

General

- S/he shall keep up to date as required with catering, food hygiene and health and safety regulations.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.