

**JOB TITLE:** CATERING ASSISTANT

**GRADE:** KES/DC Grade 2, Point 7  
(£15,839 per annum, pro rata)

**HOURS:** 28.75 hours per week 7.15 am –  
1.30 pm  
Term Time only (39 weeks a year)

**RESPONSIBLE TO:** Catering Manager

**JOB PURPOSE:** To assist in the hygienic preparation,  
delivery and / or serving of meals.

1. Provide daily cleaning of kitchen 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 meals to be prepared and served on time.
3. Assist with the receipt and storage of groceries to enable the cook / catering manager to maintain adequate stock control.
4. Monitor fridge stock rotation to enable standards of hygiene to be maintained.
5. Attend training courses as required and assist in the training of other staff as directed
6. To prepare tables, as required, ensuring dining hall is ready for next service.
7. To have an understanding of food hygiene (online training will be provided).
8. To operate tills during service times.
9. To be responsible for health and safety within your working area and to report any concerns to your line manager.
10. Any other duties as may be reasonably required by the line manager or headteacher.