

## INSPIRE ACADEMY

### Job Description

**Job Title:** Catering Assistant

**Post No:** 11862

**Grade:** D2, Spine Point 4 – 7 (£18,933 – £21,748 pro rata)

**Hours:** 20hrs per week, term-time only (9.30am – 1.30pm)

**Reports to:** Welfare Manager

#### 1. Main Purpose of Job

To provide support in the preparation, cooking and serving of food and beverages plus related catering duties.

#### 2. Accountabilities

- (i) To maintain high standards of cleanliness, safety and hygiene and to work within the guidelines of the Health and Safety and Hygiene Regulations.
- (ii) To assist with the setting up of the service counter, serve food and clean the area after dinner service.
- (iii) To set out dining room furniture and prepare the room for dining.
- (iv) To load dishwashers, wash crockery, cutlery, cooking and serving utensils.
- (v) To clean dining areas, kitchen and catering equipment after lunch, including cleaning and putting away tables and chairs.
- (vi) To mop/disinfect the hall floor following lunch service.
- (vii) To inform the Catering Manager of any defects in equipment, suspect food or other concerns relating to Food Safety.
- (viii) To maintain confidentiality of information acquired in the course of undertaking duties for the School.
- (ix) To act in accordance with the equal opportunities policy and undertake duties as required by corporate and directorate action plans.

#### 3. Organisation

The line manager for this post is the Welfare Manager. The post-holder works under the direction of the Catering Manager.

**5. Financial Accountabilities**

The post has no financial accountabilities.

**6. Working Environment**

The appointment is to the Inspire Academy.

The potholder will be part of a supportive team, working with vulnerable children with SEMH and therefore could be exposed to verbal and physical abuse.