



**Job Description:** Catering Assistant In-School

**School:** St Mildred's Primary Infant School

**Grade:** Kent Range 3

**Responsible to:** Catering Manager

**Purpose of the Job:**

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

**Key duties and responsibilities:**

1. To maintain high standards of cleanliness, safety and hygiene and to work within the Health and Safety and Hygiene and COSHH Regulations.
2. Assist in the preparation, cooking and serving of food
3. Operate kitchen equipment, following training
4. To load and unload dishwashers and undertake cleaning and washing up as directed in the kitchen and dining areas
5. Assist with moving and setting up dining room furniture
6. To clean dining areas, kitchen and catering equipment after lunch, including putting away tables and benches



**Person Specification: Catering Assistant In-School**

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>	Level 2 Food Hygiene Certificate essential
<b>EXPERIENCE</b>	Experience working in catering and/or in a school kitchen environment essential
<b>SKILLS AND ABILITIES</b>	<p>Ability to use of kitchen equipment, knives for food preparation</p> <p>Ability to be able to exchange of information with other catering and dining area staff. Interaction with pupils to ascertain needs.</p> <p>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</p> <p>Able to understand and follow instructions Good communication and team working skills</p> <p>Well organised, accurate and able to work in a busy school environment</p>
<b>KNOWLEDGE</b>	Knowledge of a limited number of procedures and equipment for preparing, serving and assisting with cooking of food, relevant hygiene requirements.