

## Job Description

**Job Title:** Catering and Cleaning Assistant

**Establishment:** Outwood Grange Academies Trust

**Location:** Outwood Institute of Education, Doncaster

**Grade:** 2

**Reporting to:** OIE Manager

**Hours:** Term Time Only, Monday – Friday, 11:00am – 5:00pm

**Overall Purpose of the Post:**

To provide a professional service ensuring high customer care and support for events held at the OIE Conference Centre.

**Main Duties and Responsibilities:**

- Set up and clear away any catering provided for our delegates.
- Ensure event spaces are fully prepared and ready for each event.
- Maintain cleanliness and hygiene throughout the conference centre.
- Maintain a good working relationship with colleagues.
- Assist in the serving of food.
- Remove litter from internal areas of the building.
- Vacuum corridors and stairs at appropriate times.
- Clean and maintain all areas of the conference centre, including deep cleaning cupboards and other spaces as required.
- Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables, and all other catering equipment.

- Clean catering and conference areas daily to agreed standards.
- Ensure compliance with agreed HACCP, Health & Safety Policy, and COSHH regulations regarding food, equipment, materials, and general safety.
- Ensure all kitchen areas are clean and free from hazards.
- Report all accidents and incidents, including notifiable diseases.
- Perform any duties required to ensure the dining area and kitchen remain clean, hygienic, safe, and that food service is effective and efficient.
- Conduct regular stock checks and liaise with senior team members to place orders as required.
- Comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person regarding any safeguarding issues or concerns.
- Comply with Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Demonstrate good communication and listening skills when speaking with delegates, customers, and staff.

**Special Features including Hours and Conditions of Service:**

- Term Time only.
- Normal Working Pattern: Monday – Friday, 11:00am – 5:00pm.