

Saint Ambrose College

Job Description



Role Title	Catering Assistant
Purpose of the role	Assist with the preparation and serving of food and beverages, and ensure that the kitchen is clean and well-maintained
Responsible to	Catering Manager
Responsibilities: <ol style="list-style-type: none">1. Assist in the basic preparation and cooking of food and beverages.2. Setting up service counters and displays and the service of food and beverages.3. Assist in the cleaning of kitchen equipment, dining furniture and allocated kitchen and dining areas as scheduled in the cleaning rota.4. Washing, drying and storage of crockery and kitchen utensils.5. Assist in the receipt and storage of deliveries.6. Removal kitchen waste to designated refuse collection areas.7. Promotion of customer service through Customer Care.8. To be committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.	
Indicative knowledge, skills and experience	
See Person Specification	
Health and Safety <p>Co-operate with the employer on all issues to do with Health, Safety & Welfare. To keep First Aid Certificate up to date if relevant to your position</p>	
Continuing Professional Development <p>In conjunction with the line manager, take responsibility for personal professional development. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.</p>	
Note <p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.</p>	