



Aspire and achieve

Blackburn Central High School

Job Description

POST TITLE: Catering Assistant – Part Time

Pay Scale – Grade B, point 3 (£24,796) Pro Rata

This is term time Plus one week

Responsible to: Catering Manager

Purpose: To provide and maintain quality food and beverage service to customers & assist in all general duties including food preparation and cleaning.

Duties / Tasks

- Take responsibility for service of food and beverages at all times.
- Replenish, clean and maintain high standards of food and beverage service to customers at all times.
- To ensure the unit is fully operational during listed service hours.
- Be Flexible in assisting in the unit and other areas in response to business and customers' needs.
- To ensure all sales and display areas look attractive & clean and all products are available according to unit standards.
- Take ownership for all tasks and duties delegated to you, ensuring they are completed to the agreed standard.
- To demonstrate professional best working practices, positive attitude to your work, customers and colleagues.
- To ensure all employees work together as a team.
- To have a clear understanding of the equal opportunity policy
- To ensure all employees attend unit training and staff meetings.
- To communicate effectively with all team members and participate in all unit activities.
- Maintain a high standard of personal grooming throughout your entire shift, and adhere to company rules and legislation regarding jewellery and personal appearance.
- Effective stock rotation, ensuring food quality checks are monitored.
- Correct storage foods, chemicals and disposables.

Headteacher: Mrs Shanaz Hussain

Haslingden Road, Blackburn, BB2 3HJ

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- All cleaning carried out in accordance with the unit – cleaning schedule signed and dated.
- Comply with all food safety management principles and procedures.
- Adheres to all the policy and procedures.
- Ensure full/correct PPE is worn/used as required.
- Demonstrate diligence whilst on shift and report any security/Health and Safety concerns to your manager immediately.
- To ensure efficiency and minimising wastage of food, disposables and energy
- Comply with the hygiene health and safety regulations and company and legal legislation.
- It may be necessary to carry out other additional tasks as and when necessary at the same grade.

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