**‘SAFER SCHOOL, SAFER CULTURE’**

**Cardinal Heenan Catholic High School**

“RESPECT, BELIEVE, ACHIEVE.”

**JOB DESCRIPTION – CATERING ASSISTANT**

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| JOB TITLE: | Catering Assistant |
| HOURS OF WORK: | Term time, 12.00pm – 2.30pm |
| REPORTING TO: | Chef |
| RESPONSIBLE FOR: | All service areas, canteen, wash up, roll/sandwich preparation, vending duties |
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**Rationale**

To assist the smooth and efficient running of the catering operation

**Main Duties**

Reporting to the Chef, to ensure that the following duties are carried out accurately and effectively:

* To be responsible for the safety, welfare and good conduct of pupils during the midday break, in partnership with teaching staff.
* To supervise pupils in the dining room.
* To assist pupils with their midday meals where necessary.
* Preparation, packaging and labelling of hot or cold filled rolls and sandwiches.
* Undertake any general food preparation duties as dictated by menu structure and as requested by the catering manager.
* Setting up of restaurant and serveries in readiness for breaks.
* Merchandising of service areas.
* Operate dishwasher to clean all dishes, cutlery, glassware, and trays.
* Cleaning of pans and all kitchen utensils/equipment.
* Operate waste disposal and clean thoroughly at the end of shift.
* Serve on counter, promoting main meals and all products in a polite, friendly and courteous manner and keep counters clean during service.
* Maintain dishwasher and ensure it is cleaned to required standards at the end of each shift.
* Attend all meetings and training courses as required.
* Maintain high standards of personal hygiene, reporting any stomach disorders or infections of self or close family to Chef.
* Ensure hygiene and safety standards are maintained in all work areas.
* Ensure personal appearance is well groomed at all times.

This list is not exhaustive and other duties of a similar nature may be required from time to time**. All duties will be subject to rotation, however, the needs of the** **service and staffing levels will require flexibility in its application.** All duties must be carried out with due heed to Health and Safety requirements.

**Context**

All staff are part of a whole School team. Each individual is required to support the values and ethos of the School and School priorities as defined in the School Improvement/Development Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy and sometimes pressurised environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

**I have read the job description and agree to all of the terms and conditions set out therein. I also agree to comply with all Cardinal Heenan High School’s Policies, Child Protection and Health and Safety regulations. I understand that his job description is not an exhaustive list and I agree, when required, to undertake any reasonable requests made by the headteacher.**

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| Post Holder Signed: | Dated: |
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