**Job Description – Catering Assistant**

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| Job title | **Catering Assistant** |
| Grade | **Grade 2 - Fixed point 3** |
| Responsible to | **Catering Manager** |
| Responsible for | **Ensuring that all Catering areas are cleaned and maintained to a high standard. They are also required to assist with the service of food and beverages throughout the School.** |
| Effective from | **September 2025** |

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| **SUMMIT LEARNING TRUST Mission Statement**Strength through diversityAmbition through challengeExcellence through curiosity |

The kitchen is a busy operation offering a food service to over 1450 students, 150 staff and visitors to the School. The team is comprised of Chefs and General Catering Assistants who are responsible for delivering high quality food from scratch providing breakfast, lunch and buffets.

**Role Purpose**

* To work as part of a team in a busy canteen environment.
* To support the Catering Manager with deliveries. This may involve some heavy lifting
* To promote the importance of customer service to all

## Key Functions

* Support school policies, routines and codes of conduct and to support the ethos of the school.
* Be fully competent in using a variety of catering skills
* Be a team player with excellent communication skills
* Be enthusiastic and optimistic in your approach to personal development
* Be highly literal with attention to detail

**Main duties and responsibilities:**

* Assist with the setting up service counters, serving food and clear down of area afterwards within the

main dining hall area and boarding houses

* Assist with the cleaning of all crockery, cutlery and service utensils within the plate room area
* Ensure the highest possible standards of presentation by ensuring that displays, fixtures, fittings and

premises are maintained in accordance with the cleaning schedule

* Contribute towards the delivery of hospitality and events around site including the set-up, service and clear down as required
* Deal with customer queries or requests in a polite and efficient manner
* Present a smart, professional appearance and good personal hygiene
* Maintain standards of safety and hygiene per legislation and other statutory requirements
* Attend meetings and training sessions as required
* Report any incidents of accident, fire, theft, loss or damage and act as appropriately
* Carry out any reasonable request from any member of the Management team within the general scope and purpose of the job
* Weighing out ingredients
* Cake/desert preparation

**General Duties**

* All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Trust Policies. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the Trust, including personal protective equipment in accordance with training and instruction.
* The job description details the main outcomes of the job and will be updated if these outcomes change.
* All work performed/duties undertaken must be carried out in accordance with relevant Trust and Ninestiles, An Academy policies and procedures.
* Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns.
* Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

**Notes**

* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |