

## **JOB DESCRIPTION**

**SCHOOL:** Conyers School

**POST TITLE:** Catering Assistant

**GRADE:** C (SCP 3)

**REPORTS TO:** Catering Manager

**MAIN PURPOSE:** Working to the direct instruction of the Catering Manager to assist in the preparation and delivery of the school catering service, adhering to Health & Safety requirements and other statutory regulations.

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### **TASKS:**

- Cleaning of light and heavy kitchen equipment, dining areas and furniture following instructions to comply with all COSHH and safety guidelines
- Follow personal cleanliness and hygiene guidelines and rules
- Serving of meals, snacks and beverages as required, adhering strictly to hygiene regulations
- Setting out meal trays, cutlery, tables and chairs and other equipment
- Washing up
- Operation of dishwasher
- Basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks
- Setting out food/snacks and beverages displays, including where appropriate replenishing vending machines
- Assist with food deliveries, storage and management of food and stocks as required
- To maintain and update daily monitoring records including temperature charts for fridges, freezers and store rooms, routine probe tests for hot and cold foods and food sampling where appropriate
- Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

## PERSON SPECIFICATION

**POST TITLE:** Catering Assistant

**GRADE:** C (SCP 3)

|                                      | Essential                                                                                                                                                                                                                                                                                | Desirable                                                                                                                                                                                |
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| <b>QUALIFICATIONS/<br/>TRAINING:</b> | <ul style="list-style-type: none"> <li>• Willingness to participate in training and development opportunities</li> <li>• Basic skills/induction</li> </ul>                                                                                                                               | <ul style="list-style-type: none"> <li>• Food Hygiene Certificate - training would be given</li> </ul>                                                                                   |
|                                      |                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                          |
| <b>EXPERIENCE:</b>                   | <ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> </ul>                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Previous catering experience</li> </ul>                                                                                                         |
|                                      |                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                          |
| <b>SKILLS/<br/>KNOWLEDGE:</b>        | <ul style="list-style-type: none"> <li>• The ability to communicate with children and adults</li> <li>• A knowledge of basic catering practices</li> <li>• The ability to work to deadlines</li> <li>• Be able to use own initiative and work as part of a team</li> </ul>               | <ul style="list-style-type: none"> <li>• Knowledge of COSHH and Health and Safety regulations</li> <li>• Previous experience of the operation of catering equipment/machinery</li> </ul> |
|                                      |                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                          |
| <b>PERSONAL<br/>ATTRIBUTES:</b>      | <ul style="list-style-type: none"> <li>• Pleasant and friendly manner</li> <li>• Reliable</li> <li>• A high level of personal cleanliness and appearance</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul> |                                                                                                                                                                                          |