



DEVONPORT HIGH SCHOOL FOR GIRLS

JOB DESCRIPTION

Catering Assistant

Job Title:	Catering Assistant
Scale:	Grade B, Points 3-4
Hours:	15 hours per week (term time only). Attendance at Training day in September.
Responsible to:	Catering Manager
Responsible for:	No line management responsibility
Job Purpose:	To assist in the kitchen and dining area as required in the preparation of meals, food service, cashier, dish and utensil washing, general cleaning and other tasks associated with catering

Duties and Responsibilities:

1. To assist in the preparation of meals as directed by the Catering Manager to include:
 - Preparation of vegetables including freeze-dried, frozen and dehydrated products
 - Preparation of simple sauces, biscuits and pre-mixes according to requirements
 - Simple frying, boiling, steaming of vegetables
 - Preparation of salads and sandwiches
 - Restock vending machines as required
2. To operate kitchen machinery such as mixers, slicers, ovens and hotplates as required.
3. To assist with setting up the service counter, service of the food according to type of service used and clearing of the service area.
4. To assist in the supervision of the serving area as required.
5. To help clean the dining room and tables between breakfast, break and lunchtime.
6. To operate the tills and facial ID payment system.
7. To record all authorised free meals customers and duty meal customers.
8. To wash crockery, cutlery, cooking and serving utensils and kitchen machinery.
9. To clean floors and equipment in the kitchen, including cooking equipment as required.
10. To assist in the in-depth cleaning of the kitchen and kitchen equipment on cleaning days using the specialised cleaning method and products developed for this task.
11. To assist with stock take as directed by the Assistant Catering Manager/Catering Manager.
12. To work as part of a team within the catering area and be prepared to rotate duties.
13. To contribute to team meetings and undertake any necessary training.

14. To ensure the uniform/protective clothing provided by the school is both clean and tidy and presentable for normal working and worn at all times.
15. To undertake any other relevant duties as required at the discretion of the line manager or other designated supervisor as appropriate to the grade of the post.

General Responsibilities:

1. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, reporting any concerns to an appropriate person.
2. To be aware of and support difference, and to ensure equal opportunities for all.
3. To contribute to the overall work and aims of the school.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Signed: Date:
Post holder

Signed: Date:
Head Teacher or Line Manager

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