



Holy Trinity Primary School

Rooted in Christ, growing together

Job title: Catering Assistant

Grade: H14

1. JOB PURPOSE

To assist in the kitchen and dining hall as required in the preparation of food and food service, washing up, general cleaning and other tasks associated with catering.

2. MAIN DUTIES

- (a) Preparation of meat and vegetables including fresh, freeze-dried, frozen and dehydrated products.
- (b) Preparation of simple sauces and pre-mixes according to requirements.
- (c) To assist in the kitchen with simple frying, boiling, steaming etc. of vegetables and preparation of salads when required.
- (d) To operate kitchen machinery such as mixers, slicers, dishwasher, steriliser etc. as required.
- (e) To assist with setting up of service counter, service of the food according to type of service used and clearing of service area.
- (f) To assist in setting up of dining furniture and preparing room for dining and the clearing and dismantling of these.
- (g) To wash crockery, cutlery, cooking and serving utensils and kitchen machinery.
- (h) To clean floors, walls and equipment in the kitchen and dining hall, including cooking equipment as required.
- (i) To use cleaning equipment and cleaning products as determined by the hygiene policy to maintain satisfactory standards of cleaning in the kitchen and dining hall.
- (j) To assist in the in-depth cleaning of the kitchen and kitchen equipment using the cleaning methods developed for this task.
- (k) To assist the Kitchen Manager in any task associated with catering which is required, and to develop skills in this area under instruction.

- (l) To deputise for the Kitchen Manager as required.
- (m) To communicate with pupils and staff in a polite and friendly manner.
- (n) To carry out such other duties as are required and as are commensurate with what is required, and to develop skills in this area under instruction.

3. DIMENSIONS

To assist in all aspects of the provision of a catering service at a level of approximately 50 - 200 meals per day.

4. JOB CONTEXT

The post holder will undertake duties of preparing the dining accommodation, assisting in the preparation and serving of meals and the clearing/cleaning of premises as part of the section's overall production and service of meals to pupils, staff and visitors at the school.

5. SUPERVISION AND WORK PLANNING

The post holder will work under the daily supervision of the Kitchen Manager at the school.

6. PROBLEMS AND DECISIONS

The post holder must exercise responsibility for the welfare and safety of pupils at all times, intervening where necessary to ensure safe and proper conduct.

7. CONTACT AND PURPOSE

Daily contact with Headteacher, pupils, staff and visitors to the school to facilitate the provision of meals to customers.

8. KNOWLEDGE, EXPERIENCE AND TRAINING

No formal qualification or experience is required. All training will be provided in-house, including induction, skills training and Basic Food Hygiene.

9. PHYSICAL EFFORT AND/OR STRAIN

A moderate amount of lifting is necessary in the execution of the post holder's duties such as the movement of dining furniture, saucepans and provisions.

10. WORKING ENVIRONMENT

The working environment is contained within the kitchen/dining area of the school and may become hot, especially during summer months.

11. EQUIPMENT

The duties relating to this post may involve the use of machinery and equipment such as slicing machines, mixers, ovens, vegetable peelers and fat fryers, for which instruction and training will be given.

12. GENERAL

This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

13. SPECIAL NOTES OR CONDITIONS

Protective clothing will be provided and must be worn at all times.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) unless they are protected disclosures as listed in the Exceptions Order.

Please note: The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and, if they are disclosed, employers cannot take them into account.

The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the schools child protection and behaviour management policy.