

JOB DESCRIPTION

Job Title:	Catering Assistant
Salary:	Band 1, Scale Point 1-3 (£17,842 - £18,562)
Hours:	Part-time, Term-time only, 13 hours per week: Monday – Friday: 12.00pm - 2.40pm
Responsible to:	Catering Supervisor, Headteacher

Main purposes of the job

- To assist in the preparation, cooking and serving of food and beverages, as directed.
- Observe Health and Safety Regulation as directed by the Catering Supervisor.
- Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
- Assist with moving and setting up dining furniture
- To participate in the staff review and development appraisal process.
- To be responsible for promoting and safeguarding the welfare of children and young people within the Academy.

Catering Responsibilities

- Assist in the preparation, cooking and serving of food and beverages
- Operate kitchen equipment, following training
- Refill and replace sauces, condiments and other consumables
- Undertake 'till' duties using the cashless catering system
- Assist in the supervision of students during lunch sittings
- Encourage pupils to select and eat healthy balanced meals
- To work as part of a team and ensure all relevant tasks are completed in allotted time

Cleaning Duties

- Undertake cleaning and washing up as directed in the kitchen and dining areas
- Clean up spillages of food or liquid during meal service, brushing and mopping floors
- Wipe down, clear tables, and clean dining areas between meals

Other Responsibilities

- To be able to communicate effectively and courteously and form good relationships with other colleagues.
- Report any deficiencies, damage or defects to equipment or suppliers to the Catering Supervisor.
- To maintain confidentiality over matters relating to the Academy, pupils, staff or parents.
- Actively participate in any appropriate training when required.
- To adhere to all the agreed Academy policies and the Academy's Code of Conduct.
- Willingness to undertake training and to attend meetings required.
- To undertake broadly similar duties commensurate with the level of the post as required by the appointed person and if time allows

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.