



ST EDMUND'S CATHOLIC SCHOOL

JOB DESCRIPTION

JOB TITLE: Catering Assistant

REPORTS TO: Catering Manager

GRADE: Pay Band 2

SUPERVISES: Not Applicable

JOB PURPOSE:

To undertake general kitchen duties, assisting with some food preparation in accordance with menus, serving of meals including the organisation, setting up, clearing and cleaning up. Cleaning vending machines and maintaining stock levels. To sell meals, snacks, confectionary and beverages.

KEY ACCOUNTABILITIES:

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

PRINCIPAL RESPONSIBILITIES/DUTIES

- To undertake general kitchen duties, assisting with some food preparation in accordance with menus, serving of meals including the organisation, setting up, clearing and cleaning up. Cleaning vending machines and maintaining stock levels.
- To sell meals, snacks, confectionary and beverages.
- Clearing and cleaning of Kitchen and Dining areas.

At the discretion of the Catering Manager, such other activities as may be agreed consistent with the nature of the job described above.