



Job Description - Catering Assistant

Scale 2 / Point 3 FTE £27,711

Purpose of the post

The Catering Assistant is required to assist in the preparation and serving of food. They are also instrumental in helping to keep the kitchen running smoothly by making sure everything is clean, tidy, safe and hygienic. This role involves the operation of cleaning equipment and good physical health and fitness is paramount due to the nature of the physical demands of the job. Catering Assistants form part of the Catering team in school and report to the Catering Manager.

Accountable to

The Catering Manager

Supervisory Responsibilities

None

Duties and Responsibilities – Specific

To help prepare and assist in the preparation of high quality meals for pupils and staff. This will include washing, peeling, chopping, cutting, and cooking. You will also help to prepare salads and desserts.

To ensure the correct portion control when serving meals.

To ensure supplies are stored in accordance with Food Standards Agency

To operate school cleaning machinery and equipment

To ensure laundering of kitchen towels, aprons and oven gloves

At the end of the lunchtime session, cleaning the food preparation and serving equipment, as well as kitchen appliances, clearing and cleaning dining room tables, sweeping and mopping floors. This will include emptying and disinfecting bins.

Unloading deliveries from suppliers and stored in accordance with Food Standards Agency.

To undertake cyclical deep cleaning which encompasses a range of activities including walls, vents, woodwork, lighting, floors and furniture

To set out and put away dining furniture and equipment

To prepare snacks for the extended school provision (Breakfast Club and After School Clubs)

To assist in the monitoring and maintaining of records of daily fridge, freezer and food temperatures, in accordance with Food Hygiene Regulations and Health and Safety Policy.

To maintain high standards of food safety and hygiene in the school catering areas in accordance with Food Standards Agency and adhere to the requirements of food safety and hygiene legislation at all times

To always ensure the safe operation of kitchen equipment, ensuring any defects or necessary repairs to equipment are reported to the Catering Manager immediately

To maintain daily contact with pupils and staff at the school and to provide a high quality service at all times

To carry out any other reasonable duties within the overall function of the job

Duties and Responsibilities - General

To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

To cooperate with the school in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.

To maintain confidentiality and observe data protection and to respect the privacy of children, parents and staff

To be aware of school procedures and policies and comply with these.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and to maintain a professional standard of demeanour and dress.

The school is committed to safeguarding and promoting the welfare of children and young people. All staff working at St. Stephen's are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures

This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the school.