

# Job Description – Catering Assistant



## The purpose of the job is to

- Provide a quality service to children and staff and ensure that a high standard of kitchen hygiene is maintained

## Duties and responsibilities

- Serve lunch to children and school staff
- Provide catering for school functions as requested
- Support all aspects of food preparation, cooking and serving of meals
- Ensure the health and safety of the kitchen is maintained, following routines and monitoring food hygiene and food safety to ensure high standards are achieved
- Support the School Cook to produce food that meets the needs of the children
- Work as part of the catering team to prepare, cook and serve the number of meals required on a daily basis, taking responsibility for food preparation as directed by the School Cook
- Help prepare the hall for dining, including setting up tables and clearing away afterwards
- Clean and sanitise all work areas, and wash up
- Ensure Health & safety and Food Hygiene regulations are followed
- Attend in-service training when required
- Take part in job review meetings and catering team meetings when requested
- Support the aims, ethos, and values of the school and ensuring they are followed by children in line with school policy

## Professional development

- Attend mandatory Trust induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)
- Take part in further training and development to continually improve own development
- Complete regular (at least annual) training on subjects including – but not limited to – safeguarding, food hygiene, and allergy awareness
- Keep abreast of initiatives and developments relevant to the duties and responsibilities of the post

## Supervision and management

This post has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits

## Decision making

The post-holder may make suggestions and recommendations about a child's behaviour or illness

## Resources

The post-holder is required to use resources with care but is not personally accountable for the security of physical or financial resources

## Working environment

- The post-holder is constantly standing and walking
- Manual handling of catering equipment is involved
- There is background noise from children
- The post-holder deals with children and may come into contact with parents or other visitors to the school

## Communication

- Communicate effectively with children and colleagues

## Health and safety

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- Promote the safety and wellbeing of all children
- Maintain current and accurate safeguarding records e.g. through CPOMS

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality

The post holder will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct.

This job description is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.