

JOB DESCRIPTION

JOB TITLE: Catering Assistant GRADE: SLT Support B2

DEPARTMENT: Parkes **REPORTS TO:** Catering Manager

WORKING WITH: Catering Manager/ Parkes, Staff and students

PURPOSE OF THE JOB

To assist in the preparation and serving of main meals, snacks and drinks for the students, staff and visitors at Warden Park School. Working in Parkes, setting up the kitchen and servery for lunch with other staff. This may also include "Parkes 2" area. You will either be serving on the counters or working on the EPOS tills during service times.

Catering Assistant duties may include:

- Handling/preparing food for the salad bar and granola bar
- Setting up the hot food service counters including the recording of food temperatures.
- Restocking counters
- Serving students and staff including serving students at the electronic point of sale using the cashless card and epos tills
- Cleaning duties in dining halls including emptying of waste bins and as required in Parkes kitchen
- You may be asked to assist in the preparation of main meals, desserts, snacks and cakes etc. for morning break, lunch times and hospitality. You will be required to keep your workspace and kitchen equipment clean according to the kitchen work schedule.
- Contribute to the work carried out by other members of the team in their absence, including
 assisting at WPPA and driving the Parkes van if required, and other tasks that may be
 appropriate to the role.
- To assist with general kitchen and dining room work which may include: washing up, loading dishwasher, cleaning equipment, floors and surfaces.
- To follow high standard of personal hygiene and safety based on good kitchen practice manuals which will be provided.



• During the lunch period assist dining hall duty staff, ensuring that all food waste and refuse is removed and appropriately recycled by students. Giving advice to students on recycling.

GENERAL RESPONSIBILITIES COMMON TO ALL STAFF:

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply and actively promote academy policies
- To promote positive student conduct
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- Uphold the Trust's staff code of conduct
- Follow health and safety requirements and initiatives as directed

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Warden Park School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

SIGNED:	DATE:
NAME:	



PERSON SPECIFICATION

JOB TITLE: Catering Assistant

RESPONSIBLE TO: Catering Manager

EXPERIENCE

Previous experience of working in a similar role is desirable although training will be provided

SKILLS AND ABILITIES

- Work in an organised and methodical manner
- Complete tasks accurately and carefully with an attention to detail
- Communicate with a range of audiences including other staff within the school, governors, pupils and parents
- Ability to work as part of a team

PERSONAL QUALITIES

- A positive attitude, flexible approach and excellent communication skills
- A commitment to safeguarding and promoting the welfare of children
- Ability to remain calm in a hectic environment
- Willingness to participate in further training and developmental opportunities offered by the school to further knowledge
- A willingness to embrace the opportunities offered by academy status and to support our partner schools as appropriate
- Ability to demonstrate commitment to Equal Opportunities