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| Tapton Academy Trust | School | This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment |
| SCHOOL | HALLAM PRIMARY SCHOOL | |
| POST TITLE | CATERING ASSISTANT | |
| ROLE PROFILE | EO1 | |
| JOB NUMBER | SCH/FM/EO/001 | |
| GRADE | 1 | |
| RESPONSIBLE TO | COOK/SUPERVISOR | |
| RESPONSIBLE FOR | N/A | |
| HOLIDAY AND SICKNESS COVER | | |
| PURPOSE OF JOB | TO WORK AS PART OF A TEAM PROVIDING A CATERING SERVICE TO THE SCHOOL | |

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| RELEVANT QUALIFICATIONS | |
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| JOB DESCRIPTION FOR POST OF:- CATERING ASSISTANT SPECIFIC DUTIES AND RESPONSIBILITIES |
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The postholder must at all times carry out his/her duties and responsibilities within the spirit of INOVA Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

1. Catering Assistants are required to work on various food points and coffee bars and breakfast bars.
- 2 .To assist in the preparation of food and drink.
- 3 To assist in the serving of food and drink.
4. To assist in the washing up after the above.
5. To work as part of a team in the cleaning of all work areas.
6. To assist in the periodic deep clean work associated with food areas.
7. To undertake cash handling and/or the operation of a till in some sites.
8. To comply with, influence and promote Sheffield City Council's Equal Opportunity Policy in the provision of the service, encouraging access to and uptake of the service wherever possible and whenever required.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with INOVA Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: