

Catering Assistant - Job Description

Salary	Grade B, point 2
Location	St. Aidan's CE High School
Contractual basis	Permanent, NJC pay and conditions
Responsible to	Catering Manager

Overall Purpose of the Job

The main focus of this role is to assist the Chefs in delivering an efficient catering service operating to the highest standards of food hygiene. This will involve basic food preparation, serving meals and setting up and clearing away.

Areas of Accountability

- Assist in the preparation of basic meals and beverages
- Maintain cleanliness in the kitchen and dining room, including setting up the dining room
- Serve meals to students and staff
- Washing up and clearing away duties
- Other general kitchen duties as appropriate.

Knowledge and Understanding

- Time management skills and the ability to prioritise tasks
- Attention to detail and a high regard for Health, Safety and Hygiene
- Excellent customer service and interpersonal skills
- The ability to communicate effectively and professionally with all users
- Self-motivated and confident

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[Nov 2024]