



The
**Oakwood
Academy**

Catering Assistant

Job Description

Location: The Oakwood Academy, Bewcastle Road, Arnold, Nottingham, NG5 9PJ

Salary: The Redhill Academy Trust Pay Scale, Band 5, Scale Point 28

Hours of work: 25 hours per week, term time only

Responsible to: Operations Manager

Post objective: To support the supervision and cleaning of the catering provision.

Main Duties and Responsibilities:

- To assist with the general duties involved in the production of and delivery of the breakfast, morning break and lunch service.
- To assist with following cleaning procedures during the breakfast, break time and lunch service and after.
- To assist in the preparation and cleaning of the dining area, including movement of furniture where appropriate.
- To assist with any extra catering required by the academy other than the school meal.
- To maintain hygiene and safety regulations for kitchen staff and self.
- To carry out till work as and when required.

All food hygiene, health & safety training and uniform provided.

General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties, which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.