CLAREMONT HIGH SCHOOL ACADEMY

JOB DESCRIPTION

Job Title: **CATERING ASSISTANT**

Reporting to: Catering Manager

Liaise/work with: Assistant Catering Manager, Cooks, other Catering Assistants

Communicate with: Customers, Pupils, Teachers

Main Job Purpose:

To undertake food preparation duties, to serve school refreshments, to clean the kitchen and equipment and to undertake cashiering and/or transported meals duties if required.

Main duties:

- To prepare sandwiches, salads and other simple cooking tasks as directed by the Manager.
- To wash-up and to clean kitchen equipment, kitchen surfaces, walls and floor as detailed on duty roster or as otherwise instructed.
- To serve meals to customers in a friendly and pleasant manner.
- To undertake cashiering duties and tally cash and till readings if required.
- To assist with the packing of transported meals and with the loading and unloading of such meals onto the delivery vehicle if required.
- To attend training courses as required.
- To follow Company policy at all times, particularly with regard to Food Hygiene, Personal Hygiene, Health and Safety at Work and Equal Opportunities.
- To clear and sweep dining hall, clean dining furniture and empty and clean rubbish bins.
- To carry out and other duties as required by the Catering Manager.
- To wear your full uniform for work and to ensure that it is clean and presentable at all times.
- To be punctual for job start and finish times.

- To work effectively during contracted hours and be willing to work overtime should this be required from time to time.
- To inform the Catering Manager of any complaints or other matters arising.

Please note that the above duties are not set out in any particular priority. The Company attaches priority to them all. Further, it is the Company's policy and a condition of your contract of employment that the job description will be kept under review and may be varied from time to time to meet changing needs.

SKILLS AND KNOWLEDGE

Essential:
Basic Food Hygiene Certificate

Helpful:
Basic Health and Safety Certificate

Signed: ..... Date: .....