



## **Catering Assistant - Job Description**

Responsible to: Catering Manager/Headteacher

Responsible For: All service areas, wash up, roll/sandwich/food preparation, (cash till operation - where specified)

SCOPE & GENERAL: To assist the smooth and efficient running of the catering operation

### **DUTIES**

- Undertake any general food preparation duties as dictated by menu structure and as requested by the catering manager and/or supervisor.
- Daily cleaning of kitchen, service areas, restaurant floors, chairs and tables.
- Setting up of restaurant and serveries in readiness for lunch.
- To display and practice a friendly and supportive interaction with customers at all times during service in order to deliver a children focused lunchtime - for every child.
- Merchandising of service areas.
- Operate dishwasher to clean all dishes, cutlery, cups, and trays to a hygienically clean standard – required standard.
- Cleaning of pans and all kitchen utensils/equipment to a hygienically clean standard – required standard.
- Operate waste disposal and clean thoroughly at the end of shift.
- Operate till during service times (when specified).
- Serve on the counter, promoting main meals and all products in a polite, friendly and courteous manner and keep counters clean during service.
- To assist in maintaining the Legal and School's standards of hygiene and safety and take any action as is necessary.
- Attend all meetings and training courses as required.

- Maintain high standards of personal hygiene, reporting any stomach disorders or infections of self or close family to the Catering Supervisor/Manager.
- Ensure hygiene and safety standards are maintained in all work areas to the Legal and School's standards of hygiene and safety and take any action as is necessary.
- Ensure personal appearance is well groomed at all times.
- To attend to any reasonable request made by the Headteacher or line manager.

Issued By: ..... Date: .....

Read and Understood: ..... Date: .....

### Kitchen Assistant Personal Specification

Skill	Essential	Desirable
To assist as directed with all aspects of basic food preparation	✓	
Cleaning and clearing of food production areas	✓	
Prepare counters and dining areas for service	✓	
Service of hot and cold food and beverages	✓	
Clearing and cleaning counters of debris during and after service	✓	
Clearing and cleaning of tables	✓	
Washing up of crockery, cutlery, glassware, utensils either etc., as required, via automatic dishwasher or hand sinks	✓	
To maintain a high standard of hygiene and safety within the workplace	✓	
Cleaning of dining area after service	✓	
To undertake all aspects in the cleaning of equipment and service area	✓	
Greets all staff and pupils helpfully and courteously	✓	
To report any complaints or concerns to Cook and Line Managers	✓	
Completed a common core programme of induction for working with children	✓	
Food hygiene certificate (Desirable)		✓
School/commercial kitchen experience (Desirable)		✓