

Job Description for the Post of Catering Assistant

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

The Head, through the Catering Manager.

Main Purpose of Job

To work as part of the Team and contribute to the achievement of its objectives, providing an effective and efficient catering service. This includes preparing and serving food, shared responsibility for cashier duties and maintaining the associated catering areas in accordance with food hygiene regulations.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To assist with the preparation, setting up and serving of meals in line with food hygiene regulations.
3. To clean kitchen equipment and dining furniture as required in designated areas.
4. To assist with the moving and setting up of dining furniture in designated areas.
5. To undertake shared responsibility for cashier duties and be responsible for operating a till register.
6. To ensure compliance with food hygiene and COSHH (Control of Substances Hazardous to Health) regulations at all times.
7. To provide a customer focused service, which is courteous and responsive and meets the needs of the customers at all times.
8. To support the team in promoting equal opportunities in the workplace and delivering services which are accessible and appropriate to the diverse needs of service users.
9. To take full advantage of training provided.
10. To undertake other duties as required in line with the grade and responsibilities of the post.