



Job description - Catering Assistant

Responsibility

The Director of Finance and Operations is responsible for all the Catering staff and the Catering Manager will be the line manager.

Instructions will be given by the cook regarding detailed duties on a day to day basis.

Tasks

1. **Food Preparation**
 - a. Preparing basic food for cooking
 - b. Assisting in checking and storing food delivered
 - c. Basic cooking procedures under the supervision of the cooks
 - d. Preparing sandwiches and cold meals
 - e. Producing tea and coffee trays as required
 - f. Setting up and operating tea and coffee urns
 - g. Producing Sports Teas on some Saturday mornings
 - h. Producing food for occasional after school events

2. **Cleaning**
 - a. Cleaning of the dining hall and the kitchen on a daily basis on the completion of lunchtime service
 - b. Working in the pot wash as required
 - c. Removal and safe disposal of rubbish
 - d. Operating floor scrubbing machines if qualified
 - e. Deep cleaning

3. **Meal Service**
 - a. Serving food to staff and pupils
 - b. Operating the cashless till system
 - c. Clearing tables and restocking cutlery, condiments and water as required
 - d. Delivering tea and coffee etc to offices as required
 - e. Serving Sports teas on some Saturday mornings
 - f. Serving food at occasional after school functions.

4. **Miscellaneous duties**
 - a. Filling and servicing vending machines
 - b. Any other duties that the Head of Finance and Operations may reasonably request from time to time.

5. **Health and Safety**

- a. Reading and complying with the employers Health and Safety Policy both for their own protection and for all other employees, pupils and visitors on site.
- b. If suitably qualified act as a first aider

6. **Child Protection**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and may be expected to carry out the following duties:

- a. Child protection, discipline, health and safety
- b. Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Reviewed:	July 2022
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Person Specification - Catering Assistant		
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.		
	Essential	Desirable
Qualification		<ul style="list-style-type: none"> • Food hygiene qualification • First Aid qualification • Safe lifting
Experience:	<ul style="list-style-type: none"> • Catering experience 	<ul style="list-style-type: none"> • Working in a school kitchen
Skills	<ul style="list-style-type: none"> • Ability to work unsupervised • Good team worker • Literary skills required 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of catering environment 	<ul style="list-style-type: none"> • COSHH knowledge • HACCP knowledge
Personal competencies and qualities	<ul style="list-style-type: none"> • High standard of personal hygiene • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. 	

* Method of assessment will be via the content of the application form, references, interview, and certificates.