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| **CBSC logo** | **Carshalton Boys Sports College**Winchcombe Road Carshalton  Surrey  SM5 1RW |

### Job Description

Job Title: Catering Assistant

Pay Scale: APT&C 1a/2 (£8,741 to £8,953)

Hours of Work: 20 hours per week, 10.30-14.30, Monday to Friday,

Term Time+2 weeks

(Flexibility for evening school events will be required)

Job Purpose

Assisting in the day-to-day operation of catering, covering all aspects of service provision, ensuring a warm and friendly welcome to all students, staff and visitors.

Accountable to

Chef Manager

###### Key Duties

* Prepare and serve refreshments for hospitality meetings and functions as required.
* Prepare and serve refreshments to members of staff during the break time.
* To assist with food preparation including cooking where necessary.
* Ensuring a high level of customer care and assistance.
* Work as part of a team and participate in the staff rota, which covers general kitchen duties.

General Duties

* Cleaning of kitchen/preparation areas as part of main rota.
* Cashiering and till control.
* Stock control, rotation and distribution.
* General cleaning/light and heavy equipment where necessary.
* Cleaning/putting up/taking down of dining furniture daily.
* Flexible approach to additional hours, assisting with parents evenings/training days where necessary.
* Participate in professional development meetings and undertake training where required.
* Work as part of the team operating in the Café involving all aspects of the rota.
* Attend Café staff meetings on a regular basis.
* Some heavy lifting will be involved.
* Answering telephone/dealing with queries where necessary.
* Work safely, considering the safety of others, working within Health and Safety guidelines.
* Carry out any other duties as required by the Chef Manager or Senior member of staff on duty.

Additional Duties

You may be required carrying out additional duties, as the Principal may reasonably request from time to time.

To be responsible for promoting and safeguarding the welfare of children and young people for those you have responsibility for and for those whom you come into contact with.

To comply with the school’s Health and Safety Policy, undertaking risk assessments, as appropriate.

To work within the school’s Equality and Diversity Policy.

Employees have a high degree of responsibility for the children and young people that they will come into contact with.

Equal Opportunities

To ensure, that the spirit of the School policy is implemented.

Person Specification for Catering Assistant

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| Experience   * Previous catering experience desirable * Experience of both food preparation and cash register operation essential.   Skills and Abilities   * Ability to work with young people. * Ability to work on own initiative and as part of a team.   Qualifications   * A food hygiene qualification is desirable.   Personal   * Calm disposition and friendly manner. * Willingness to work flexible hours for after school and evening functions (notice will be given). * Build positive relationships with other staff and encourage a happy team spirit.   Other   * Commitment to working within the School’s Child Protection Policy. * Commitment to high standards and expectations. * High levels of professional integrity, energy and enthusiasm. * Flexibility to undertake any role. * A good sense of humour. |

Signed:

Print Name:

Date: