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**MOUNT ST MARY’S CATHOLIC HIGH SCHOOL**

**CATERING ASSISTANT - JOB DESCRIPTION**

**Salary Scale** A1 - £8.75 per hour

**Hours** 16.25 per week

 10.30am until 2.00pm with a 15 minute unpaid break

 Term time only + 5 training days

**Reporting to** Cook in Charge/Catering Manager

**Summary**

To assist the Cook in Charge/Catering Manager with all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the academies kitchen.

**Responsibilities**

* To serve the food to an exceptional standard and interact with the staff and students in an appropriate and helpful way.
* To set up the serving and dining areas as directed by the Cook in Charge/Catering Manager.
* To serve food and provide a helpful and knowledgeable service at all times.
* To operate a cashless till and any other items of catering machinery or equipment as directed by the Cook in Charge/Catering Manager.
* To work as part of a team to ensure that all service requirements are met.
* To prepare and deliver refreshments for special functions, and collect and clean dirty cutlery, crockery and other serving items after functions, as and when required. This may include some evening work.
* To record food temperatures and labelling of stock items in accordance with procedures
* To carry out the responsibilities of the post in accordance with all Health and Safety and relevant legislation, reporting any incidents or accidents to the Cook in Charge/Catering Manager.
* To keep the kitchen, cooking preparation area, equipment and dining hall clean and tidy.
* To carry out washing up and cleaning tasks, including cleaning equipment and machinery, in accordance with requirements and procedures.
* To take part in deep cleans of the kitchen, food storage, serving and dining areas of the academy as directed by the Cook in Charge/Catering Manager.

**Qualification Criteria**

* Right to work in the UK.
* A good standard of basic literacy and numeracy qualification.
* Relevant Health & Safety and Food Hygiene qualifications (preferable but not essential).

**Experience**

* Experience of catering would be preferable, however, training could be offered for the right candidate.
* Experience of working with children preferred.

**Personal Characteristics**

* Hard working, conscientious and organised.
* Excellent team player, helpful, friendly and willing to undertake extra tasks (as and when necessary).
* Good role model for both students and staff, with high expectations for self and others.
* Genuine interest in, and willingness to help, children to learn how to eat healthily.

**Other**

* You may from time to time be required to work after school and weekends due to the events planned for the day/week, therefore flexibility is essential.
* Commitment to the safeguarding and welfare of all students.
* This post is subject to an enhanced DBS disclosure.
* Undertake Fire Marshal and First Aid training.
* To undertake various responsibilities as directed by the Catering Manager, Headteacher and any member of the SLT.
* Undertake other various responsibilities as directed by the Headteacher.
* This job description is subject to change with the agreement of the post holder.