



JOB DESCRIPTION

<u>POST TITLE:</u>	Catering Assistant
<u>POST GRADE:</u>	NJC Scale 1, Points 6 - 10
<u>HOURS:</u>	15 hours per week (3 hours per day to be worked between the hours of 11am – 2.30pm) Term time only
<u>RESPONSIBLE TO:</u>	Catering Management
<u>JOB SUMMARY:</u>	The post holder will be required to assist with the preparation and serving of meals and general cleaning duties.

MAIN RESPONSIBILITIES:

1. To assist in the preparation and cooking of food as defined by the catering department specifications and provision of specials dietary meals where appropriate.
2. The serving of meals, ensuring correct portion control and to contribute to the financial control of food and non-food by good stock control so to minimise wastage.
3. The cleaning of the kitchen, its surrounds and equipment, catering office and toilet area.
4. General kitchen duties, e.g. washing up, operation of the dishwasher.
5. To help operate the tuck shop at break, if needed.
6. The preparation of the dining area, including the cleaning of dining furniture.
7. To operate a touch screen till at student mealtimes when required.
8. To help ensure the correct behaviour of students at student mealtimes.
9. To ensure that Food Hygiene and Health and Safety Regulations are adhered to at all times, completing necessary records and time sheets
10. To undertake training when needed.
11. To report on any health and safety faults and issues immediately.
12. To carry out any other reasonable duties within the overall function of the position.

Methods of Working

The post holder will be expected to:

1. Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
2. Undertake any necessary training associated with the duties of the post.
3. Maintain confidentiality at all times and to observe Data Protection Guidelines.
4. Understand and comply with the school's equal opportunities and other policies.
5. Comply with all health and safety policy and legislation in the performance of their duties and responsibilities.

Catering Assistant 15hrspw JD 2017

Signed _____ Dated _____