

JOB DESCRIPTION



Post Holder	Catering Assistant
Accountable To	Catering Supervisor / Site & Operations Manager / all members of the Senior Leadership Team
Salary / Scale	<ul style="list-style-type: none"> • NJC Scale A1, Scale Point 2 • Salary £24,413 per annum • Actual Salary £15,571 per annum (£12.65 per hour)
Details of the post	<ul style="list-style-type: none"> • 27.50 hours per week, term time only plus 5 additional days (hours may be subject to variation during summer term) • Monday to Friday, 08:30 to 14:30 • Protective clothing provided • Main place of work St Mary's Menston
Job Purpose	To develop deliver and maintain a high-quality catering service.
Main Duties / Tasks	<ul style="list-style-type: none"> • To provide a quality focused service. • To deliver services to an agreed standard, maintaining visibly acceptable levels of cleanliness at all times. • Comply with all Health and Safety and Food Hygiene regulations and attend appropriate training as directed. • To prepare and serve food drink to customers within Health and Safety approved standards during service times. • To assist with table clearing and general cleaning duties. • To assist in filling vending machines with stock. • To complete daily check lists as identified by the Catering Supervisor. • To prepare all counter area before serving and ensure that equipment is in place for customer provision. • Operate point of sale terminals (does not require cash handling) and ensure familiarisation with all prices. • Receipt and storage of deliveries. • Operation of dishwasher. • Set out and remove dining furniture. • To assist in dealing with catering complaints and enquires. • Work unsupervised when required. <p>Please note: the post includes a substantial amount of lifting, bending and stretching.</p> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p>
Other Responsibilities	<ul style="list-style-type: none"> • Contribute to the Catholic ethos of the school. • Comply with the school's approved policies and procedures. • Participate in and support the school's performance management process and attend any relevant training. • There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice.

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| | <ul style="list-style-type: none">• <i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required.</i> |
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VARIATION IN ROLE

Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Signed:	Date:
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Name:
