

Catering Assistant - Job Description

Summary of the role:

To participate in the catering provision as agreed with the Catering Manager.

NB This may include the handling of all foods within the catering section and the preparation of dishes/food items for service.

Line manager: Catering Manager

Main duties and responsibilities:

- To share and assist the development of the school's vision for all aspects of catering.
- To participate in the production of food items in line with the day's menu or with batch baking where appropriate.
- To participate in the care and the cleaning of the kitchen areas, dining room, equipment (both kitchen and service items) and food storage areas as required, in order to maintain a high standard of hygiene and cleanliness.
- To serve meals.
- Assist with the promotion and implementation of healthy eating.
- To be aware of special dietary requirements of our school community and support the delivery of the same.
- To assist with the maintenance of quality standards within the catering department.
- To ensure the correct and economical use of materials and equipment, including the rotation of stock.
- To ensure safe operation and maintenance, as needed, of all kitchen equipment. To report to the Catering Manager or Headteacher any item of equipment found to be faulty or deemed unsafe.
- To assist with unloading deliveries and organisation of storage areas.
- To participate in the completion of all necessary records as required.

- To cooperate with the Catering Manager with regard to compliance with all food safety legislation relating to the catering industry, with all health & safety legislation and with the rules, regulations etc. of Westmorland and Furness Council.
- To wear appropriate clothing as required by the Catering Manager.
- Attend staff meeting and whole school INSET days as required.
- Follow the school policies and procedures with particular attention to safeguarding.
- In addition, any other reasonable duties as requested by the Catering Manager.

Person Specification

Personal Characteristics:

Essential Characteristics: Applicants must possess the following personal characteristics:

- High standards of personal hygiene.
- The ability to complete tasks speedily and accurately.
- The ability to communicate effectively with colleagues, pupils, staff and visitors.
- The ability to work either alone or as part of a team.
- The ability to complete all necessary documentation including timesheets, temperature sheets and cleaning schedules.
- Flexibility to work extra school events as required.

Desirable Characteristics:

- Previous experience of working in a school
- Previous experience in a catering environment.

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.