HEADTEACHER
MR GLYN POTTS MBE DL

Saint John Henry Newman Catholic College

JOB DESCRIPTION

JOB TITLE	Catering Assistant
DEPARTMENT	Catering
HOURS	Monday – Friday, 07:10 – 15:00, Term Time + 3 Days
GRADE	Grade 1 Point 4 , actual salary £17,858

Generic Responsibilities

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
- Provide an education for the whole child and fostering in and through a Catholic atmosphere those qualities, which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.

JOB PURPOSE

To provide an effective school catering provision by assisting in the preparation, cooking and serving of meals and dining room arrangements.

The role will also include baking cakes and biscuits.

KEY TASKS – Catering Provision

- Assist in the preparation, cooking and serving of meals and drinks, including any individual pupil dietary meals, in line with National Nutritional standards.
- Assist with maintaining counter presentation, and operate a till, which could either be as part of a cashless system or taking monies and giving change, all in line with school procedures.
- Assist in the cleaning, washing and clearing away of all associated equipment, utensils and crockery. To maintain a clean and hazard free working area and adhere to cleaning rotas.
- Prepare, set out and clear-away dining room and cafe furniture and equipment. To wipe tables, sweep floors and maintain a clean and safe dining environment between sittings and after service.
- To assist in the storage and rotation of food stocks.

KEY TASKS – Pupils

- Assist in the supervision of pupils in the dining halls to ensure the maintenance of good order and discipline in accordance with school policies.
- To support school policies by reinforcing acceptable behaviour of pupils whilst in the dining room.
- To report incidents involving pupils welfare and/or behaviour to appropriate staff.

KEY TASKS – Health and Safety

- To comply with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
- To adhere to all procedures within the schools catering operations manual.
- To always follow safety guidelines when operating kitchen equipment and to report any identified repair of kitchen equipment immediately on detection to the appropriate senior staff.
- To report any accidents and incidents to the Line Manager.
- To assist in the security of the catering area at all times.
- To maintain high standards of cleanliness, personal hygiene and appearance.

STANDARD DUTIES

- To actively promote the equalities and diversity agenda in the workplace and in service delivery.
- To be familiar with customer care and Health and Safety policies of the school.
- Improve one's own practice through training observation, evaluation and discussion with colleagues. Recognise one's own strengths and areas of expertise and use these to advise and support others.
- Keep abreast of current developments in your area networking with colleagues and professional associations.
- Attend and participate in meetings within the school as required.
- Appreciate and support the role of other people in the team.
- Contribute to the overall work and ethos of the school and contribute to the promotion of the school through marketing e.g open evenings and media publications.
- Work flexibly and undertake other duties of an equivalent nature that may be required by the Headteacher.

CONTACTS
Pupils, staff and visitors to the school

RELATIONSHIP TO OTHER POSTS

Responsible to: Chef and Catering Manager, Facilities Manager and Director of Support Services.

	DATE	NAME	POST TITLE
PREPARED	11/08/2015	Helen McCardle	Director of Support Services
REVIEWED	23/04/2018	Kath Scott	Director of Support Services
REVIEWED	27/03/2023	Helen McCardle	Director of Support Services