

Job title: Catering Assistant
Scale: 2
Responsible to: Catering Manager / Assistant Catering Manager

Main Purpose of the post:

Under the instruction/ guidance of the Catering & Community Nutrition Manager and the Assistant Catering Manager, play an active part in the Catering Team providing the provision of a catering service to the pupils and staff of Colham Manor Primary School and any client schools receiving a service from the department.

Duties and Responsibilities

- Prepare salad items for service counter and client schools
- Prepare sandwiches, baguettes and salad boxes for service and client schools
- Prepare fresh fruit for service counter
- Assist with any other lunch service prep or prep needed for transportation service as required
- Serve hot meals to pupils and staff
- Serve salads to pupils and staff
- Serve desserts to pupils and staff
- Always encourage and praise healthy meal choices
- Ensure all menu items are available at the service counter
- Ensure trays and cutlery are available at the counter during service
- If further plates are required, count and record
- Advise cooks if items need replenishing, ensuring ample time is given for preparation
- At all times talk to the pupils kindly, but firmly if required, always showing respect
- At the end of service clear hot counter and store/dispose of items as directed
- At the end of service clear salad bar and store /dispose of items as directed
- At the end of service clear away the cold dessert area store or dispose of items as directed
- Clean down all kitchen preparation areas, following correct cleaning procedure.
- Carry out cleaning tasks (as cleaning schedule)
- At all times comply with food hygiene and health and safety regulations
- Carry out any other reasonable request of the Catering Manager or Headteacher

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Food Safety Level 2
Experience	<ul style="list-style-type: none"> • Good literacy skills • Good numeracy skills • Food preparation and service 	
	<ul style="list-style-type: none"> • Ability to relate well to children and adults 	

Knowledge and Understanding	<ul style="list-style-type: none"> • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to identify own training and development needs and cooperate with means to address these 	
Skills	<ul style="list-style-type: none"> • Ability to prioritise and organise own work load • The ability to work without direct supervision 	
Personal characteristics	<ul style="list-style-type: none"> • Good communicator • Ability to demonstrate initiative • A friendly manner, with a good sense of humour • Ability to work under pressure and be flexible • To be able to meet the physical demands of the role • Personable, calm and organised 	
Equal Opportunities	<ul style="list-style-type: none"> • Understanding the school's equal opportunities policy and its relevance to the role of Food Service Assistant • The ability to work well within a diverse environment 	