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# West Hatch High School

**JOB DESCRIPTION**: Catering Assistant

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| **Responsible to** | Headteacher |
| **Line Manager** | Catering Manager |
| **Grade** | Scale 2 , points 2 - 3 |
| **Hours**: | 22.5 hours a week (10am to 2.30pm), 39 weeks  per year |
| **Purpose of Job** | To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the school. |

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced Disclosure check and positive references.

# Key Responsibilities

**Catering**

* To undertake basic food and beverage preparation as and when required.
* To support the department with the service to customers ensuring that the till systems are used appropriately.
* To support the department before service with the preparation of stocking drinks in appropriate areas (This may involve some heavy lifting)
* Occasionally, to assist with special functions at the school which may be outside of normal working hours.
* To ensure all equipment is kept clean and put away into the correct storage area.
* To support the department during service times to ensure the kitchen is kept clean and tidy.
* During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.
* To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed.

**Other Duties**

* To report any customer comments or complaints and take any necessary remedial action if appropriate.
* Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
* To attend training activities and/or meetings as required.
* To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations

**General:**

* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
* To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.

**Professional standards:**

* Carry out your role in a professional, positive and proactive manner.
* To undertake any reasonable instruction.
* Deal courteously with colleagues, students, parents and the public.
* Maintain standards of presentation and work output as set by your line manager.
* Come to work suitably dressed, in accordance with the Schools Dress Code.
* Maintain strict confidentiality with regard to issues relating to students, parents, other staff and school business.
* Set a good example to students.
* Be supportive at all times of the school’s aims and ethos.
* Work as part of a team to support the team and school objectives.
* Be familiar and comply with school policies as set by the Governing body.
* Aim for high personal standards of punctuality and attendance.

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or Business & Finance Manager to carry out appropriate duties within the context of the job, skills and grade.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.