



JOB DESCRIPTION

Forge Valley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SCHOOL

FORGE VALLEY SCHOOL

POST TITLE

CATERING ASSISTANT

ROLE PROFILE

EO1

TOOLKIT JOB REF NUMBER

ToolkitJD-3a

GRADE

1 (inclusive of JWCs)

RESPONSIBLE TO

Line Manager as defined in staffing structure

RESPONSIBLE FOR

As defined in staffing structure

HOLIDAY AND SICKNESS COVER

PURPOSE OF JOB

TO WORK AS PART OF A TEAM PROVIDING A CATERING SERVICE TO THE SCHOOL

RELEVANT QUALIFICATIONS AND EXPERIENCE

JOB DESCRIPTION FOR POST OF:- CATERING ASSISTANT

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must always carry out his/her duties and responsibilities within the spirit of Tapton Academy Trust and School Policies

Main Duties and Responsibilities:

- Work to and promote a high standards of customer service
- Catering Assistants are required to work on various food points
- To assist in the preparation of food and drink
- To assist in the serving of food and drink
- To assist in the washing up after the above
- To work as part of a team in the cleaning of all work areas
- To assist in the periodic deep clean work associated with food are
- Carryout training on the job or online
- Follow Food Safety & Health & Safety procedures

To comply with, influence and promote Tapton Academy Trusts, Equal Opportunity Policy in the provision of the service, encouraging access to and uptake of the service wherever possible and whenever required.

Any other duties and responsibilities appropriate to the grade and role

ISSUE DATE: June 2024