



## JOB PROFILE

Post Title: **Catering Assistant**

Responsible to: **Catering Manager and Assistant Catering Manager**

Grade:

Job Purpose:

To assist in the preparation and serving of nutritious, balanced and value for money meals to children and staff at break and lunchtime in accordance with food safety regulations and school food standards. Along with operating cashless catering tills and assisting with the daily cleaning of equipment and premises.

Duties/Accountabilities:

- Help to load trolley and transport to lower school
- Monitor stock and help to put away deliveries ensuring stock rotation
- Making sandwich baguettes and paninis
- Preparing morning break items
- Sealing and labelling pre-packaged food
- To help prepare the dining hall, service area and hot cupboards for the efficient and effective distribution of food at break and lunch time. This will include the moving and setting up of furniture, also the cleaning and dismantling of these after service
- To wash by hand larger catering equipment and operate a dishwasher for cutlery, crockery and other food preparation equipment
- To assist in the preparation and serving of hot food for lunch
- Ensure to use effective portion control to minimise waste
- Operate cashless catering tills
- To clean on a daily basis all catering areas to an agreed standard and cleaning schedule
- To assist in food safety record keeping
- Any duties as required to ensure the smooth running of the kitchen



## PERSON SPECIFICATION

Post title: Catering Assistant

	Essential	Desirable
Qualifications/Competencies	<ul style="list-style-type: none"><li>• Willingness to undertake induction training</li><li>• Basic Food Hygiene certificate or willingness to train to achieve this</li></ul>	<ul style="list-style-type: none"><li>• City and Guilds Level 1 in preliminary Cookery or Catering and Hospitality or similar</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience of relating well to people at all levels</li><li>• Experience of working in a catering environment</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a school kitchen or similar environment</li><li>• Experience of working with teenagers</li><li>• Cooking/baking skills</li></ul>
Knowledge	<ul style="list-style-type: none"><li>• Basic Food preparation procedures</li><li>• Basic cleaning procedures</li></ul>	<ul style="list-style-type: none"><li>• Basic Health and Safety knowledge</li><li>• Basic moving and handling procedures</li></ul>
Skills/Ability	<ul style="list-style-type: none"><li>• Ability to work quickly and efficiently</li><li>• Strong – Heavy lifting involved</li></ul>	<ul style="list-style-type: none"><li>• Use of catering preparation equipment</li></ul>
Personal Skills	<ul style="list-style-type: none"><li>• Ability to work as part of a team</li><li>• Ability to use initiative</li><li>• Ability to multi-task</li></ul>	