



Stretford High School

Role Title:	Typically reports to
Catering Assistant Band 1 (scp 2-3) Term time only (38 weeks)	Catering Manager
Purpose of the role (job statement)	
To assist in the preparation, cooking and serving of meals within the school canteen.	
Principal Responsibilities	
<ol style="list-style-type: none"> 1. Assist in the preparation and presentation of food. 2. Assist to serve food to pupils, staff and visitors, and promote a warm and friendly atmosphere. 3. Undertake cleaning of allocated areas in line with specified standards and as directed. 4. Check and prepare materials, resources and equipment for daily use. 5. Carry out routine maintenance of food equipment and ensure its cleanliness. 6. Ensure that all hygiene procedures are being adhered to. 7. Store equipment and materials safely and securely. 8. Ensure the health and safety of colleagues and young people. 9. Report any child welfare / safeguarding concerns appropriately 10. Attend any relevant training courses as required. 11. Carry out any other duties commensurate with the grading of the post as directed by the Headteacher. 	
Indicative qualifications, knowledge, skills and experience	
<ul style="list-style-type: none"> • Knowledge of procedures for undertaking food preparation duties, use of cleaning equipment, relevant health, safety requirements. E • Knowledge and skills equivalent to NVQ level 1. E • Ability to exchange information with line manager, colleagues and students. E • Ability to follow cleaning routine and procedures, and report hazards or problems with equipment to senior staff. E • Ability to store equipment and consumables in line with set procedures. E • Ability to dispose of waste in line with set procedures. E • Evidence of personal commitment to and impact of developing others. D 	