



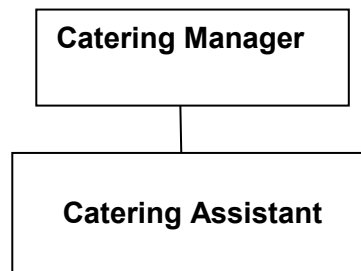
## Job Description

**Job Title:** Catering Assistant

**Reports to (job title):** Catering Manager

**Organisation Chart:**

Show immediate manager and any jobs reporting to this post.



**DBS Check applicable?** Standard  Enhanced  None

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

Yes  No

**Line Management responsibility for:** No. of direct reports: 0  
No. of indirect reports: 0

**Size of budget:** Not applicable

- state whether *accountable* for (i.e. budget holder) or *accounting* for (e.g. monitoring)

**Job Purpose:** Working as part of a team to provide effective and efficient catering support as required to the Academy.

## Main Duties and Responsibilities:

To carry out specified duties with other catering staff on a weekly rota basis as directed by the Catering Manager (or Deputy Catering Manager in the Absence of the Catering Manager).

Daily tasks as required for each individual post to include the following:-

- Receive and check deliveries and put stock away (in accordance with HACCP).
- Adhering to Health & Safety regulations (HACCP, COSHH) to include personal safety and that of colleagues/visitors in the workplace.
- Adhering to Health and Safety regulations with regard to:-
  - Food handling
  - Health & Safety in the Kitchen environment
  - To undertake relevant training as required
  - Use of equipment in the kitchen
  - Adhere to dress code in the kitchen
- Working accordance with the duty rota under the supervision of the Catering Manager, assisting in the preparation of snacks and meals (hot and cold food service) as required.
- Setting and clearing of the dining area.
- General cleaning/clearing as required on a daily/weekly/monthly/termly/annual basis.
- To operate the Academy 'cashless' system
- To provide good customer service
- To carry out any other duties as directed consistent with the post.

**Generic Responsibilities:** To carry out all responsibilities with regard to the Academy's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the Academy.

**Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the Academy's (or section) mentioned above or in a comparable post in any of the Academy's other sections or departments.

**Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Principal reserves the right to make changes to your job description following consultation.

**Signed:** ..... **Employee**

**Signed:** ..... **Line Manager**

**Date:** .....

