



Job Description

Catering Assistant

Responsible to: Catering Manager
Salary Grade: Scale 2 scp 3-4
Full time/Part time: Term time – 39 weeks per year
30 hours per week, 8:30am - 2:30pm,
Or 15 hours per week either 9am-12pm or
11:30am-2:30pm

Job Purpose

- To assist with the provision of a high quality food and beverage service.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- The preparation and simple cooking of food and beverages.
- Serving customers at the counter/hatch or from a trolley or kiosk, as required.
- To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6 ft), floors, fixtures and fittings, cooking utensils, cutlery glassware, etc, as directed.
- During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.
- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
- To attend training activities and/or meetings as required.
- Occasionally, to assist with special functions at the school, which may be outside of normal working hours.
- 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.

GREATER THAN THE SUM OF ITS PARTS



Other Duties

- To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To carry out any other reasonable task as required by the school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.

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