



**EAST BARNET SCHOOL**  
**Job Description**

Post: **Catering Assistant**  
Reporting to: **Chef Manager**  
Grade: **Band 2**

Job purpose: To work under the direction/instruction of the Chef Manager in the provision of catering services to a high standard in the school kitchen.

**Duties and responsibilities**

Cooking/Preparation/Service

1. To assist with the provision of food for daily service, hospitality and internal functions.
2. To assist with preparing ingredients, food preparation, cooking, portion control and stock rotation to provide a high standard of catering in accordance with agreed recipes/methods.
3. To be aware of and comply with food hygiene legislation to ensure that food is prepared, cooked, and served in a safe manner.
4. To ensure that temperature controls are strictly adhered to.
5. To ensure timely and accurate preparation of routine equipment/resources/materials as required.
6. To serve food in our school canteen areas.
7. To operate cashless catering tills.
8. To be aware of customer needs and ensure that the food served encourages Healthy Eating for Schools and meets the menu planning requirements.
9. To be aware of the School Allergen Guidance

Maintenance of Hygiene

1. To ensure the maintenance of a clean and orderly working environment, ensuring that all equipment, surfaces, and floors are kept in a clean and hygienic condition.
2. To ensure that clean and dirty processes are kept separate.
3. To wear appropriate/clothing/footwear/uniform as provided.

**Other duties and responsibilities**

1. To arrange orderly and secure storage of supplies.
2. To operate everyday equipment in accordance with instructions.
3. To check daily for quality/safety e.g. routine visual checks of equipment, to refill and replace consumables and to report faulty equipment and any other maintenance requirements to the appropriate person.

4. To ensure lights and other equipment are switched off as appropriate.
5. To assist with minor clerical duties including food orders as agreed with the Chef Manager.
6. To have a degree of flexibility to deliver services effectively as the postholder may be required to perform work not specifically referred to above. Such duties, however, will fall within the remit of the post.
7. To be willing and able to work in any area of the catering department if required.
8. To be aware of and always comply with policies and procedures relating to food hygiene, health and safety, child protection, security, and confidentiality, and reporting all concerns to an appropriate person.
9. To present a positive image, contributing to a welcoming school environment which supports equal opportunities and the overall ethos and aims of the school.
10. To be able to work individually and as part of a team.
11. To attend meetings, training courses, other learning activities and performance development as required.
12. To ensure that confidentiality is maintained in all aspects of work.
13. To ensure that the highest standards of customer care are maintained according to the school's values and to treat all members of the school community and any visitors with courtesy and consideration.
14. To attend INSET training sessions as directed by the School Business Leader and any other duties commensurate with the grade.

### **Person Specification**

#### **Essential**

1. Current Food Hygiene Certificate or willingness to acquire qualification shortly after appointment.
2. Awareness of food hygiene and COSHH regulations.
3. Good interpersonal skills with adults and students.
4. Ability to work individually and as part of a team.
5. Patience and a calm manner.
6. Flexibility, integrity and reliability.
7. Good organisational and communication skills.
8. Ability to prioritise and work to deadlines.
9. Capacity for hard work and calmness under pressure.