

TORQUAY GIRLS' GRAMMAR SCHOOL



Name: -
Job Description: - Catering Assistant Apprentice
Scale: - Apprentice/NLW/NMW
Responsible to: - Catering Manager

KEY DUTIES

- Prepare meals, in accordance with agreed recipes and methods
- Operate tills
- Present food to a high standard
- Have knowledge of key nutrient groups and specific dietary needs
- Serve food to staff and students, adhering to portion controls
- Contribute ideas for special events such as themed days
- Ensure the maintenance of a clean and orderly working environment
- Undertake basic record keeping as requires
- Assist in the monitoring and arrangement of orderly and secure storage of supplies
- Operate catering equipment in accordance with instructions
- Assist in allergen labelling

GENERAL RESPONSIBILITIES:

- Take responsibility for self-development as required by the apprenticeship programme.
- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To fulfil Safeguarding responsibilities in accordance with the TGGs Safeguarding Policy.
- To attend Morning Briefings and to refer regularly to staff notices.
- To contribute to the overall ethos/work/aims of the school.
- To establish purposeful relationships and to support achievement and progress for pupils.
- To participate in training and other learning activities.
- To help supervise and support pupils on visits, trips and out-of-school activities as required.
- To undertake any other tasks as required by the Headteacher which are compatible with these.

GENERAL INFORMATION

This job description is not necessarily a comprehensive definition of the post. The duties listed within this profile are a guide to the level of responsibility of the role only and are not an exhaustive list of the duties undertaken by the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Signed: Date: