

## **JOB DESCRIPTION**

**Postholder:**

**Job Title:** General Assistant (Catering)

**Responsible to:** Catering Manager

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**Job Purpose:**

To assist as directed by the Catering Manager, with all aspects of the preparation of food and beverages to the standards required by the academy.

**Main/Core Duties:**

- Ensure the service and food preparation areas are safe and hygienic and codes of practice are adhered to.
- Serving pupils at the counter and accurately using the cashless catering tills
- To provide assistance with preparation, cooking and service of food and beverages to the required standard.
- To follow menu plans agreed with the Catering Manager for meal times on the shift you are responsible for
- To follow the menu and recipes agreed
- To occasionally assist with special functions which may be outside of normal working hours.
- To follow sound hygiene practices.
- To ensure that health and safety regulations are observed in working practices.
- To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.
- To undertake all aspects of cleaning equipment (light and heavy), walls, 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.

**General**

To participate in meetings, training, other staff development and CPD activities and performance development as required.

To be aware of and comply with all Academy policies and procedures including child protection, health and safety, security, confidentiality and data protection.

To input and retrieve data from the Academy's management information systems as required.

To provide assistance to other members of the Academy during periods of high demands, aiding in the completion of tasks during times of peak load, substituting for others in their absence, as necessary, and to meet the needs of the Academy.

To maintain a tidy and efficient work area from which information is easily accessible.

## **OTHER CLAUSES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and may be subject to modification or amendment at any time after discussion with the post holder.

The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Post holders may deal with sensitive material and should maintain confidentiality in all Academy related matters.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.