

JOB DESCRIPTION

Post title:	Catering Assistant (maternity cover)
Academy:	Westgate Hill Primary Academy
Reporting to:	Catering Manager
Salary/Pay range:	£18,169 per annum, pro rata actual £4,325
Hours of work:	10 hours p/w (term time only, plus 2 training days and 4 additional days)

Purpose of Job

To assist with efficient and effective delivery of a quality catering service through the preparation and service of meals in accordance with agreed standards and procedures.

Main Duties and Responsibilities

- The following main duties and responsibilities are as follows:
- To carry out all aspects of kitchen related duties to ensure the preparation and service of a quality meal and the maintenance of all hygiene standards.
- Undertake the preparation and cooking of food and beverages in accordance with agreed procedures and using all equipment necessary.
- Ensure the presentation and service of food to the customer is in accordance with agreed procedures, providing a brief description, if requested, of the meals available and to encourage children to make an informed choice or vary their menu choices.
- To assist with the general maintenance and presentation of the service area, clean the dining room and set up dining room furniture and clear away equipment and materials if necessary.
- To wash utensils, crockery, pots and pans, and undertake general cleaning of the kitchen area including equipment and machinery, storerooms and staff rooms, to the required hygiene standards.
- The participation in and assistance with functions where catering is required.
- Contribute to the maintenance of high standards of cleanliness and hygiene in the kitchen, strict adherence to the provisions of Health and Safety Legislation and Food Hygiene Regulations and maintaining records such as daily event logs, recording food temperatures and receipting of food deliveries; in accordance with the recommended guidance.
- Work flexibly across Westgate Hill Primary Academy's 2 kitchens.
- To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- Any other duties as may reasonably be requested by your line manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety

- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2021 where required
- Have responsibility for promoting and safeguarding the welfare of children and young people that they are responsible for, or comes in contact with.