**Job description**

**The Grammar School at Leeds**

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

**Responsible to**: The Catering and Commercial Operations Manager

**Grade:** Salary range GS1 point 6 (£16,755 per annum, full time equivalent) Actual hourly rate payable is £8.68 per hour.

**Hours:** 20 hours per week between 11:00 – 15:00 Monday to Friday.

**Main purpose of job:** To assist in providing a high quality food service in the school dining rooms and elsewhere as required by the school, for the benefit of pupils, staff and visitors.

**Main responsibilities:**

* Assist in the service of all meals.
* To ensure cleaning duties are fulfilled as directed by the catering team, to adopt the policy of cleaning during the course of work, if something is brought to your attention either clean it or bring this to the attention of colleagues.
* The main focus of the role will be based in the wash up area, the school has automated machinery to assist with the washing up, however there will be some washing up required by hand.
* Responsibility for operating the dish washer ensuring that all crockery, cutlery and dishwasher racks are stored away in the appropriate place after use.

**Personal conduct:**

* To arrive at work in plenty of time to be changed and ready for duties at the specified time.
* To maintain smart appearance: long hair tied back and under any head covering specified and not wearing jewellery, including ear-rings, except for a wedding band.
* To keep cuts and open wounds covered by the correct coloured waterproof dressings at all times.
* To report, before duty, any potential contagious or infectious contact.

**General:**

* Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school.
* This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
* All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
* All staff should be aware of the school’s health and safety policy and implement it as appropriate.