

Reviewed by; Kathryn Clarkson November 2024

## Job Description

<b>Role Title</b>	<b>Catering Assistant</b>
<b>Salary Scale</b>	<b>MLP Support B</b>
<b>Working Pattern</b>	20 Hours per week term-time only
<b>Job Role</b>	Working in the S6C Cafe to assist the Catering Manager in the preparation and serving of hot and cold snacks to students.
<b>Key Activities</b>	<ul style="list-style-type: none"> <li>● Assist in all aspects of food preparation, cooking and serving of meals with regard to procedures and policies (such as food hygiene regulations).</li> <li>● Re-stock and replenish the vending machines as necessary.</li> <li>● Cleaning the preparation and eating area after breaks.</li> <li>● Plate up food and store ready for serving,</li> <li>● Prepare beverages</li> <li>● Carry out washing up, cleaning of equipment and kitchen areas as directed, including “deep clean” during holiday periods</li> <li>● Operate till for food sales, which may include cash handling</li> <li>● Assist with stock takes</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>● Health and Hygiene Certificate</li> <li>● Commercial kitchen experience (experience of working in an education environment an advantage but not essential.)</li> <li>● Basic cooking knowledge</li> <li>● Food hygiene knowledge</li> <li>● Ability to communicate effectively verbally</li> </ul>

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	<ul style="list-style-type: none"><li>• Ability to work as part of a team</li><li>• Committed to safeguarding and promoting the welfare of children</li><li>• Conscientious person who will follow guidelines</li><li>• Open and friendly</li></ul>
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