**Job Description**

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| **Job Title:** | Catering Assistant |
| **Pay Scale:** | A1 - £7.90 per hour  16 Hours per week |
| **Responsible to:** | Catering Supervisor |
| **Responsible for:** | N/A |
| **Hours of Work:** | 16 hours per week term time only (Monday to Thursday 10.45am-2.00pm and Friday 11.00am-2.00pm)  Flexibility may be required in the event of the Academy being open outside of normal hours. |

**Purpose of Job:**

To be an effective member of the catering team providing meals for students.

**Duties and Responsibilities**

1. Applicants must have a basic food hygiene certificate and previous experience in the catering industry.
2. Duties will include the preparation and serving of food
3. On occasion handle small amounts of cash, and also use of a biometric system.
4. A certain amount of cleaning will also be involved.
5. Be able to work flexibly as part of a team and act on instructions from the Catering Supervisor/Catering Manager.
6. To wear appropriate protective clothing including rubber gloves.
7. Attending appropriate training courses/seminars as requested.
8. There may be a need to work outside of “school hours” and off “school premises” as required by the Academy.

The Morley Academy is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure.

The post is subject to the successful completion of a six month probationary period and all staff are required to undertake mandatory Child Protection Training shortly after taking up post.

The Morley Academy enforces a strict no smoking policy on the school grounds.