

### **JOB DESCRIPTION – CATERING ASSISTANT**

<b>Job Title:</b>	Catering Assistant
<b>Location:</b>	Banstead area
<b>Core purpose:</b>	
<ul style="list-style-type: none"> <li>To be responsible to the Catering Manager to support effective and efficient production (preparation, presentation and service) of food and beverages served to all members of the school community.</li> <li>To be a strong team player within the catering team and support in the objectives of the school's food service department.</li> </ul>	
<b>Key Accountabilities</b>	
<b>Main Duties:</b>	
<ul style="list-style-type: none"> <li>To assist as directed with all aspects of food and beverage preparation, packaging, presentation and service, in accordance with laid down standards and procedures.</li> <li>To undertake all aspects of cleaning as directed by the Catering Manager/ Cook.</li> <li>To adhere to a high standard of personal hygiene and cleanliness that complies with the Services Standards and Statutory Regulations, including wearing of protective clothing.</li> <li>To clean storage areas, including fridge and freezers and to ensure deliveries are put away in rotation as instructed.</li> <li>To ensure all areas are clean and all items are clean and packed away.</li> <li>Support the food storage, preparation and service to ensure the minimisation of waste.</li> <li>At all times to follow given guidelines to maintain food safety.</li> <li>To assist at any special school functions.</li> <li>To report any customer complaints or compliments to the Catering Manager, as appropriate.</li> <li>To report immediately any incidents of accidents, theft, loss, damage, unfit food and drink, or other irregularity and take such actions as directed.</li> <li>To work on a rota basis within range of tasks as directed.</li> <li>To attend all relevant training courses required to maintain service delivery in accordance with statutory obligations and the needs of the school.</li> <li>To maintain good customer relations and contribute to the overall well-being of all service users.</li> <li>To ensure the effective and responsible usage of all kitchen and service-orientated equipment</li> <li>To meet on a regular basis with the Catering Manager and provide a report on current issues, plans and opportunities for the department.</li> </ul>	
<b>Kitchen and Servery:</b>	
<ul style="list-style-type: none"> <li>To work in accordance with the rota to ensure clean and orderly use of both areas.</li> <li>To support the cleanliness and good working condition of the schools' kitchen and servery and to ensure the environment is always clean and in good repair, providing an excellent environment for the school community.</li> </ul>	

<b>Health and Safety:</b>
<ul style="list-style-type: none"> <li>To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.</li> <li>To support the catering operations and service to ensure the Health &amp; Safety Guidance is adhered to and to establish safe working practices, ensuring the appropriate clothing is worn at all times and risk assessments completed.</li> <li>To support the keeping of accurate and comprehensive health and safety records.</li> <li>To ensure equipment, machinery and cleaning materials related to the food service are used in an appropriate manner and that any accidents at work are reported to the Catering Manager.</li> </ul>
<b>Other Duties:</b>
<ul style="list-style-type: none"> <li>To assist with and participate in staff training programmes.</li> <li>To undertake such other duties related to the work of the department appropriate to the post, as assigned.</li> </ul>
<b>Accountability:</b>
<ul style="list-style-type: none"> <li>Line managed by the Catering Manager.</li> <li>GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.</li> </ul>
<b>Safeguarding:</b>
<ul style="list-style-type: none"> <li>We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for an Enhanced DBS disclosure.</li> </ul>
<b>Diversity:</b>
<ul style="list-style-type: none"> <li>We welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.</li> </ul>
<b>Flexibility:</b>
<ul style="list-style-type: none"> <li>We are open to applicants who are flexible and looking for a growing and expanding role. The hours for this role will likely consist of core hours with respect to the food provision.</li> </ul>