

Job Description

Job Title	Catering Assistant
Responsible to:	Principal and Cook Supervisor
Salary Scale	Point 6-8 on the NJC Scale (pro rata)
Hours of Duty	12:15pm-2:30pm, Monday to Friday

Personnel Specification

Qualifications	Essential	Preferred
	Good communication skills	Basic Food Hygiene
Experience	Working within a team, safe working practices, working to deadlines, follow duty rotas	Working in a school kitchen
Skills	Ability to work in any type of catering unit Good preparation and presentation skills	
Knowledge		Health and safety practices Principles of food hygiene and storage

Scope and General Duties

To assist generally with the preparation, presentation and service of all food and beverages. To ensure that a high standard of hygiene and cleanliness in the food preparation, production and service areas are applied at all times.

Duties and Responsibilities

- To assist with the preparation, production and service of food and beverages to the School's standard.
- To load service counters as and when required, to ensure sufficient supplies throughout the service periods.
- To assist at service times on the service counter or other service points as directed to the School's standard.
- To undertake all aspects of cleaning equipment, walls, floors, fixtures and fittings, pots, pans, cutlery, crockery and glassware to the School's standard as required and directed.
- To ensure a high standard of personal hygiene and general cleanliness to comply with statutory and School regulations.
- To assist with the lifting and moving of catering supplies, utensils and equipment as required and directed by the Cook Supervisor.
- To carry out any reasonable requests by the Cook Supervisor pertaining to the preparation, production and service of food and beverages.
- To assist at special functions which may be outside normal working hours.
- To report and, where possible, take appropriate action about pupil and teacher complaints or compliments.
- To report and, where possible take appropriate action for any incident, accident, fire loss, theft, damage, unfit food or other irregularities.

This job description is intended to give the post holder an appreciation of the role envisaged for the Catering Assistant and the range of duties. It does not attempt to detail every activity. Specific goals and objectives will be agreed with the post holder, the Principal and Cook Supervisor at regular intervals.

The post holder may be expected to carry out other duties as directed from time to time by the Principal, Bursar, Cook Supervisor or other Senior Staff.