



Job Description

Catering Assistant

16 hours per week, term time

Reporting to:	Catering Manager, School Business Manager, Headteacher and Senior Leadership Team as appropriate.
Purpose:	<p>The Catering Team is responsible for delivering an outstanding catering service, supporting the school in its teaching and wider operations by ensuring students are provided with excellent customer service and high quality, nutritious meals to support a healthy learning environment.</p> <p>To work as part of the Team and contribute to the achievement of its objectives, providing an effective and efficient catering service. This includes preparing and serving food, maintaining the associated catering areas in accordance with food hygiene regulations.</p>
Areas of Responsibility:	<p>Food Production:</p> <ul style="list-style-type: none"> • To assist as directed with all aspects of basic food preparation • Cleaning and clearing of food production areas • To make cakes on a daily basis and assist with batch cooking • Ensure compliance with food hygiene and COSHH (Control of Substances Hazardous to Health) regulations at all times • Support the team in promoting equal opportunities in the workplace and delivering services, which are accessible and appropriate to the diverse needs of the pupils <p>Food Service:</p> <ul style="list-style-type: none"> • Prepare counters and dining areas for service • Preparation and setting out of condiments • Prepare and serve breakfast • Service of hot and cold food and beverages • Ensure sufficient food supplies throughout the service period • Clearing and cleaning counters of debris during service • Clearing and cleaning of counters and service equipment after service • Clearing and cleaning of tables • Act as a Barista <p>Cleaning/ Washing Up:</p> <ul style="list-style-type: none"> • Clearing down after service

	<ul style="list-style-type: none"> • Washing up of crockery, cutlery, glassware, utensils etc., as required, either via automatic dishwasher or hand sinks • To maintain a high standard of hygiene and safety within the workplace • To undertake all aspects in the cleaning of equipment – in accordance with the Cleaning Schedule and to complete the Cleaning Schedule with your signature when the task has been completed. <p>Customer Service:</p> <ul style="list-style-type: none"> • Greets all customers helpfully and courteously • Gives customers information about products • To report any customer complaints or compliments to the Manager • Accept payment and give change, including operating a till or other systems (where applicable) <p>Catering Support:</p> <ul style="list-style-type: none"> • Keep limited records (e.g. counter checks and stock sheets) • Clean and fill vending machines • Assist with the preparation and service at special functions <p>School Support:</p> <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support and contribute to its Catholic mission and ethos • To attend relevant in-service training • Actively promote, comply and adhere to all school policies • Demonstrate willingness to support new initiatives within the school • Participate fully in training, learning development and the school's performance management system for support staff
Supervision:	To work under the supervision of the Catering Manager. Able to work on own without direction.
Working Time:	16 hours per week 11.30am-2.30pm Monday to Thursday and 10.30am-2.30pm Friday
Salary/Grade:	NJC Scale 1, SCP 1-3 £10.05 - £10.35 per hour (£18,333 - £18,887 full time equivalent)

Disclosure level:	Enhanced
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of post holder: _____

Date: _____