

## JOB DESCRIPTION

**JOB TITLE:** Catering Assistant

**GRADE:** NJC2

**REPORTS TO:** Catering Manager

### **PURPOSE OF JOB**

To work to the rota requested and set out by the Catering Manager.

To assist the Catering Manager in providing meals and snacks to students and staff at required times.

### **MAIN RESPONSIBILITIES, TASKS AND DUTIES**

- To prepare counters ready for service;
- To assist with the preparation of food as requested;
- To serve on food counters as requested;
- To wash floors, clean pots, kitchen and dish wash areas and any other cleaning necessary to comply with Environmental Health Regulations;
- To assist where necessary as requested by the Catering Manager;
- To undertake all training delivered and/or recommended by the Catering Manager;
- To be aware of the school's Health and Safety policy, to act within the requirements, especially as it applies to the kitchen environment and report any health and safety concerns immediately to the Catering Manager;
- To work electronic till as required;
- The duties and responsibilities in this job description are not exhaustive and the postholder may be required to undertake other duties from time to time considered to be within the skills and experience of the individual.

### **MANAGEMENT OF PEOPLE**

None

### **SUPERVISION OF PEOPLE**

None

### **CREATIVITY AND INNOVATION**

Work is carried out within procedures presenting limited opportunity for creativity only within clearly defined roles.

### **CONTACTS AND RELATIONSHIPS**

The postholder will have contact with line manager, other employees of the school and students; there may be occasional contact with visitors to the school and suppliers.

Date agreed

Date reviewed

**JOB TITLE:** Catering Assistant (continued)

**DECISIONS**

Discretion – working within clearly defined procedures, generally discretion is made within a range of set alternatives relating purely to those procedures.

Consequences – impacts on lunchtime/break activities

**RESOURCES**

Resources such as crockery, cutlery, general kitchen equipment, responsible for taking care of the general facilities within the kitchen.

**WORK ENVIRONMENT**

Daily routine may be varied and subject to interruptions – however this should not impact on overall completion of tasks

Physical demands – preparation of dining area may include moving and handling of tables, chairs etc.

Working conditions – working in kitchen area on school premises in well lit and ventilated environment

May be at risk from use of equipment e.g. cleaning chemicals and machinery. The postholder may have limited exposure to abuse/aggression from students, parents and carers.

You will be employed at Carre's Grammar School but may be asked to serve at another school within the Multi Academy Trust, which currently includes Kesteven and Sleaford High School.

**KNOWLEDGE AND SKILLS**

Level 1 in Food Safety or be supervised and appropriately trained to a level which ensures hygiene standards are met and maintained at all times. In house training is available.

**ALL SCHOOL STAFF HAVE A RESPONSIBILITY TO SAFEGUARD AND PROMOTE THE WELFARE OF CHILDREN AND YOUNG PEOPLE WITHIN THE SCHOOL**