

Job Description

Job Title: Catering Assistant

Responsible to: Catering Manager

General description of post:

To assist in the operation of preparing, cooking and serving of food, whilst ensuring that Food Hygiene standards are met in relation to the kitchen and catering areas within the school.

Core Responsibilities and Duties

- Prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- Prepare the service area, hot cupboards and other equipment in the dining area for the efficient & effective service of the meal.
- Assist in the preparation, cooking and service of food and beverages as defined by the Catering Manager.
- Serve food according to the style and type of operation as defined by the Catering Manager.
- Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the kitchen.
- Clean on a daily basis all catering areas to standards lay down by the Catering Manager and in line with the Food Safety and Health and Safety Policies.
- Undergo on and off the job training sessions as required, both during term and out of term.
- Inform the Catering Manager of any defects in light or heavy equipment.
- Inform the catering manager of any areas not meeting Health and Safety and/or Food Hygiene Regulations.
- Perform other related duties as required ensuring the dining area and the kitchen are in a clean and hygienic condition and that the food service is effective and efficient.
- Undertake cash handling duties in relation to sales and banking procedures.
- Assist in the carrying out of a deep clean of the kitchen/dining room on specified out of term cleaning days.

Special Factors:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the School's Conditions of Service.
- (d) This position is subject to an enhanced Disclosure and Barring Service check.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Woodbrook Vale School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Signed: (Postholder) Date:

Signed: (Headteacher) Date: