## SEFTON METROPOLITAN BOROUGH COUNCIL

##### JOB DESCRIPTION

**Christ the King Catholic High School, Stamford Road, Southport**

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| **Post:** Apprentice Catering Assistant |  |
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| **Grade:** NMW for age |  |
| **Responsible to:** Cook in Charge/Supervisor | |

# JOB PURPOSE

To prepare, cook and serve food as instructed by the Supervisor/Cook in Charge in accordance with defined standards and legislation under supervision. Plus, any duties in relation to the setting up and clearing down of service.

The aim being to achieve high standards of customer care and food quality.

# MAIN DUTIES

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| 1. Assist with the basic preparation, cooking and serving of food to the highest possible standard. 2. Compliance with the stated menu and nutritional standards. 3. Controlling portion size specified by Sefton Catering Services. 4. Perform general kitchen and dining room duties e.g., washing up, setting up and clearing away tables. 5. Perform cleaning duties of the kitchen, its surrounds and equipment in accordance with the cleaning schedule to ensure a hygienic and safe working environment. 6. Maintain records and keep routine clerical checks as directed by the Cook / Cook in Charge /Supervisor e.g., Simple stock checks, receiving deliveries, checking delivery notes, weighing items received, recording temperatures. 7. Operate cash tills and carry out cashier duties as required (where applicable) 8. Maintaining good relations with the school and the children thereby encouraging a high take up of meals. 9. Any other tasks commensurate with the post. |

# QUALIFICATIONS /OR EXPERIENCE

See Person Specification

# SPECIAL CONDITIONS

* 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.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Comply with health and safety policies and procedures at all times.
* Treat all users of the school with courtesy and consideration.

Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

# GENERAL

Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The school has an approved equality policy in employment and copies are freely available to all employees. The postholder will be expected to comply, observe, and promote the equality policies of the school.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

**Prepared by: Name Sue Craggs**

**Designation Catering Manager**

**Date April 2023**