



WITH THE POWER TO ACT

Job Description – Catering Assistant

Job Title:	Catering Assistant
Salary:	NJC Grade B2 (£24,413 p/a pro – rata)
Contract Type:	Part time / Fixed term (1 year) – 30hrs per week (7am – 1pm Monday – Friday) Term Time Only
Reporting to:	Catering Manager
Responsible for:	Operational duties under the direction of the Catering Manager/SLT
Tasks - Operational	<u>Cooking/preparation</u> • Preparation of meals: prepare food in accordance with agreed recipes/methods • Prepare ingredients for meals under direction. • Decant and/or serve food for transportation to other schools and in own school servery. <u>Maintenance of hygiene</u> • Ensure that cooked and raw foods are kept separate during the preparation/cooking/service process • Ensure that clean and dirty processes and kept separate <u>Cash Handling</u> • Operate tills
Tasks - Resources	• Ensure the maintenance of a clean and orderly working environment in the kitchens • Timely and accurate preparation of routine equipment/resources/materials as set out in instructions • Undertake basic record keeping as directed • Refill and replace consumables • Report faulty equipment and other maintenance requirements to appropriate person • Comply with school security arrangements i.e. securing entrances/exits as appropriate and reporting potential security breaches • Ensure lights and other equipment are switched off as appropriate
Tasks - Organisation	• Monitor and arrange orderly and secure storage of supplies • Daily check for quality/safety e.g. routine visual checks of equipment • Operation of every day equipment in accordance with instructions
Responsibilities	• 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

Experience	• General Catering work
Qualifications/Training	• Willingness to undertake induction training • Basic Food Hygiene Certificate (<i>Foundation certificate in food hygiene</i>) • City & Guilds or NVQ Level 1, or equivalent qualification, in Food Preparation and Cooking (or willingness to acquire qualification) or comparable experience

This job description is current at the date shown but following consultation may be changed by the Headteacher to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

The school staffing structure will be subject to periodic review to reflect the changing opportunities and constraints that arise.

This job description is a representative document. 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.

Postholder Signature:

Date:

Postholder Name (in capitals):

Date:

Headteacher Signature:

Date: