



### JOB DESCRIPTION

### CATERING ASSISTANT

**20 hours per week/38 weeks per year (term time only)**

**Scale 2 Point 3 to 4**

<b>Hours of Work</b>	20 hours per week
<b>Responsible to:</b>	Head Teacher Catering Manager Cook/Assistant Catering Manager Deputy Head
<b>Main Responsibility</b>	<ul style="list-style-type: none"><li>• Assisting as directed, with all aspects of the preparation of food and beverages to the standards required by the school.</li><li>▪ To operate computerised tills with the appropriate training.</li><li>▪ The preparation and simple cooking of food &amp; beverages.</li><li>▪ Serving customers at the counter/hatch or from a trolley or kiosk as required.</li><li>▪ To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed.</li><li>▪ During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.</li><li>▪ To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.</li><li>▪ To attend training activities and/or meetings as required.</li><li>▪ Occasionally, to assist with special functions at the school which may be outside of normal working hours.</li><li>▪ To report any customer comments or complaints and take any necessary remedial action if appropriate.</li><li>▪ Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.</li></ul>
<b>General Duties</b>	<ul style="list-style-type: none"><li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li><li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li><li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li></ul>

## NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by: ..... (Postholder)**

.....(Postholder – Print Name)

**And: .....(Headteacher)**

**Date: .....**

**Updated March 2024**

