

Job Description

Catering Assistant



Grade:	LCC grade 1 point 2
Working weeks per year:	39 weeks (38 weeks term time and 5 inset days)
Annual Leave:	During school holidays
Responsible to:	Catering Manager
General Scope of the post:	To carry out general kitchen duties and assist in cooking and food preparation under the general direction of the Catering Manager. To serve food and drinks in outdoor catering area.

1. KEY TASKS AND STATEMENT OF DUTIES

- a. Assist in food preparation and general cooking tasks.
- b. Preparation of serving area, transporting and serving meals.
- c. Washing up and general cleaning.
- d. To undertake such duties as may be determined from time to time within the scope of the post to support the general operation of the school.

2. MANAGEMENT/SUPERVISION

None

3. CREATIVITY AND INNOVATION

Work is carried out following set procedures. Creativity is within clearly defined roles.

4. CONTACT AND RELATIONSHIPS

The post holder will have contact with Catering Manager; other employees of the school and pupils, there may be occasional contact with visitors to the school and suppliers.

5. DECISIONS

Discretion

Working within clearly defined procedures, generally discretion is made within a range of set alternatives.

Consequences

Impacts on lunchtime/break activities.

6. RESOURCES

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

7. WORK ENVIRONMENT

Work Demands

Work subject to interruption but does not affect the overall completion of the task.

Physical Demands

Preparation of serving area may include moving and handling of tables, chairs, moving of food and drinks to and from catering trailer etc.

To assist in deep cleaning the kitchen when required.

Working Conditions

Working in kitchen area and / or in the outside service catering trailer on school premises in well lit and ventilated environment.

Work Context

May be at risk from use of equipment e.g. cleaning chemicals and machinery.

8. KNOWLEDGE AND SKILLS

Basic Food Hygiene Certificate or be supervised and appropriately trained to a level which ensures hygiene standards are met and maintained at all times.

9. GENERAL

Equal Opportunities: The post holder is required to carry out the duties in accordance with the School’s Equal Opportunities policies.

Health and Safety: The post holder is required to carry out the duties in accordance with the School Health and Safety policies and procedures.

	Name:	Signature:	Date:
Job Description agreed by: (Post holder)			
Job Description agreed by: (Line Manager)			
Job Description agreed By: (Headteacher)			