



Job Description : Catering Assistant

Hours per week: 20hrs

Weeks per year: 44.2

(39 Weeks School Term (195 Days = 190 days pupils + 5 Inset days) + 5 cleaning days + 4.2 Weeks Holiday Pay)

Salary Scale: Group 2, Point 13

Line Manager:

Catering Manager/ Chef

Core Role:

- To undertake, normally under the general direction of the Catering Manager or chef, operations connected with the preparation and cooking of meals.
- To enable the Catering team to deliver an effective, efficient, and economical catering facility
- To act-up in the absence of the cook
- To assist the cook in the preparation and cooking of meals
- To assist the cook in maintaining high standards of food hygiene and cleanliness in the kitchen in accordance with HSS domestic and catering standards
- To support systems and procedures for budgetary control in cooperation with office and finance staff
- To deliver healthy and high quality meals that at least meet, and where possible, exceed National School Food Standards
- To support the wider aims of the school
- To provide a high level of service to pupils, staff and stakeholders

Key accountabilities:

Preparation of school meals

- To assist with the preparation of the highest quality school meals and customer service
- To cater for all dietary requirements
- To work in collaboration with other catering staff to provide an excellent service

Safeguarding

- To ensure all catering staff are trained in Safeguarding Children, and are kept up to date with Keeping Children Safe in Education
- To work with other staff responsible for First Aid and Health and Safety staff

Working with others:

- To prepare, cook and serve as directed by the Catering Manager/ Chef
- To take part in Performance Management Reviews
- To continue personal professional development, researching, requesting and undertaking relevant training
- To be a good team player and to work collaboratively with other staff to ensure effective working relations and communication
- To ensure the accurate completion and storage of all records including safety, deliveries, checks and temperature logs

Physical Effort and Other Tasks

- Continuous lifting throughout the shift, stacking foodstuffs at higher and lower levels, pushing heavy heated and refrigerated trolleys, lifting large cooking utensils and moving heavy kitchen equipment. (Approximately 90% to 100% of the time)
- To keep food presentation to a high standard
- To keep waste levels low
- To maintain and keep accurate stock records for all provisions, light and heavy equipment
- To ensure cleaning on a daily basis to all catering and eating areas is of the highest standard
- To maintain a clean uniform which is washed every day
- To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier

Health and Safety:

- To ensure adherence to all procedures related to Health and Safety and COSHH regulations with regard to food, equipment, materials and general safety
- To ensure the safe operation of kitchen equipment at all times
- To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair
- To ensure that all kitchen areas are clean and free from hazards
- To undertake regular Risk Assessments
- To ensure that all accidents and incidents are reported, including notifiable diseases
- To ensure the security of the catering areas at all times
- Maintain high standards of cleanliness, personal hygiene and appearance. ● To undertake any other duties that may be required for the effective operation of the catering establishment. This will include using the schools cashless catering system, stock rotation and stock control.

Working Environment

- Frequent exposure to unpleasantly high temperatures and steam.
- Contact with hot substances, ovens and hot plates.
- Use of dangerous equipment e.g. gravity feed slicers.
- Exposure to periodic loud noise from dishwashers and other kitchen equipment.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification at any time after consultation with the post holder.