

JOB DESCRIPTION

Job Title:	Catering Assistant
Reports to:	Head of Kitchen
Pay:	£9.24 per hour – equivalent to £9,260 annual salary based on below hours and paid weeks.
Hours and weeks:	23.5 hours per week Term time only (ie working 38 weeks per year, paid for 42.6110 weeks per year to include paid holidays)

Main Purpose of Job:

Performs a variety of manual tasks associated with food production and service in the catering unit. Complies with all appropriate legal requirements.

Main Responsibilities and Duties:

Food Production

- To assist as directed with all aspects of basic food preparation. Cleaning and clearing of food production areas.

Food Service

- Prepares counters and dining areas for service.
- Preparation and setting out of condiments.
- Service of hot and cold food and beverages.
- Ensures sufficient food supplies throughout the service period.
- Clearing and cleaning counters of debris during service.
- Clearing and cleaning of counters and service equipment after service.
- Clearing and cleaning of tables.

Cleaning/Washing up

- Cleaning down after service.
- Washing up of crockery, cutlery, glass wear, utensils etc, as required – either via automatic dishwasher or hand sinks.
- To maintain a high standard of hygiene and safety within the workplace.
- To undertake all aspects in the cleaning of equipment – in accordance with the Cleaning Schedule and to complete the Cleaning Schedule with your signature when the task has been completed.

Customer Service

- Greet all customers helpfully and courteously.
- Give customers information about products.
- To report any customer complaints or compliments to the manager.

May be required to:

- Operate a cashless till system.
- Keep limited records (e.g. counter checks and stock sheets).
- Clean and fill vending machines and fridges.
- Assist with the preparation and service at special functions.

Facts and Figures:

The Castle School has 1200 children aged 11 – 16 and 150 staff. The kitchen offers breakfasts, snacks at breaktime and hot and cold lunches to those students and staff wishing to purchase them.

Physical Effort and Working Conditions:

Works in a busy kitchen environment involving lifting, moving and carrying catering equipment and hot and cold food. Cooking and serving food.

Contacts and Relationships:

Frequent contact with customers, i.e. students, staff and visitors to the school, providing friendly and efficient customer service.

Knowledge, Skills, Experience and Aptitude:

Basic Food Hygiene Certificate is required and if not already attained, then the ability to undertake and pass this qualification is necessary.

Manual dexterity for quick, skilful handiwork such as vegetable preparation. Able to remember prices and complete simple mental arithmetic. Able to keep limited written records on standard forms.

Ability to work to deadlines and priorities.

Gets on well with co-workers – a good team worker. Trustworthy, reliable, willing and helpful.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.