

JOB DESCRIPTION

POST TITLE:	Catering Assistant
RESPONSIBLE TO:	Chef
RESPONSIBLE FOR:	Assisting with the preparation and service of food and the cleaning of premises and equipment.
POST GRADING:	AS1
	(i) This job description is not a comprehensive definition of the post. Discussions will take place between the Headteacher and the Catering Assistant on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.
	(ii) In drawing up this job description the Headteacher acknowledges his responsibility in those ways defined for Headteachers in his Conditions of Employment, to enable the holder of this post to carry out the assigned duties and responsibilities. The Headteacher will consult you as appropriate during any review of these duties.

Part 1:

1.1. Exercise of general duties

To assist in the preparation and service of food and the cleaning of premises and equipment.

1.2. Exercise of particular duties

You shall perform, in accordance with any directions which may reasonably be given to you by the Headteacher or Business Manager from time to time, such particular duties as may reasonably be assigned to you within the nature and character of the post and, in particular:

- Preparing and cooking of vegetables and preparation of salads.
- Assisting the Chef with the preparation of main courses, sweets and sauces.
- Serving food in an efficient, friendly manner
- Washing up kitchen equipment and tableware.
- Cleaning dining area and kitchen premises.
- Cleaning kitchen equipment.
- Cleaning outside kitchen area, including drains and dustbin area.

1.3. Other duties

- Any other relevant duties as required for the efficient running of the unit or for the requirements of special catering.
- To work at any other unit where cover is required.
- Preparing and serving a high volume of meals and refreshments daily.
- Some attendance at school events.
- Staying current and embracing training opportunities.
- Maintaining records.

1.4. Performance Management:

Participating in arrangements made for the performance management process at this school including:

- engaging in regular appraisal meetings;
- reviewing from time to time your own methods and programmes of work;
- participating in arrangements for your further training and development as catering assistant.

1.5. Discipline, health and safety:

- To be aware of the need for good hygiene practices and ensure high standards of:
 - Personal hygiene
 - Kitchen hygiene in the preparation and service of food.
 - Cleanliness of equipment and premises.
- To be familiar with and carry out the safety policies of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.

1.6. Staff meetings

To participate in meetings at the school which relate to catering or organisation of the school, as well as monthly whole staff meetings.

1.7. Administration

Participating in organisational tasks related to such duties as are described above.

1.8. Working time

You shall be available to perform such duties at such times and in such places as may be specified by the Headteacher for 950 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work.

Time spent in travelling to or from the place of work shall not count against the hours worked.

Hours and times of work may be varied at any time in accordance with meal numbers to meet the needs of the school.

On occasions, you may be required to work overtime.

Part 2:

2.1. Basic skills and competences

The ability to work successfully with others with respect to 'getting things done'.

Part 3:

3.1 The post requires you to support those who work and learn within the establishment and to do so at the reasonable direction of the Headteacher or his representative. This job description may be reviewed at the end of the academic year or earlier if deemed necessary. It may be amended at any time after consultation with you. The contents of this job description are known to have been, as appropriate, discussed with the post holder in question.

SIGNED:

HEADTEACHER

JONATHAN BISHOP

SIGNED:

CATERING ASSISTANT

DATED: