



## JOB DESCRIPTION General Catering Assistant

**Term Time – Permanent Post**

**Reporting to: Hospitality & Catering Manager**

### **Main Purpose of the Post**

To assist with the smooth and efficient running of the school catering, responsible for all service areas, washing up, sandwich preparation, desserts, till operation and cleaning of kitchen

### **Specific Responsibilities of the post Include:**

- Undertake any general food preparation duties as dictated by menu structure and as requested by the Hospitality & Catering Manager and/or supervisor
- Daily cleaning of kitchen and service areas
- Setting up of restaurant and serveries in readiness for lunch
- To display and practice a friendly and supportive interaction with customers at all times during service in order to deliver a children focused lunchtime - for every customer
- Merchandising of service areas
- Operate dishwasher to clean all dishes, cutlery, cups, and trays to a hygienically clean standard – required standard
- Cleaning of pans and all kitchen utensils/equipment to a hygienically clean standard – required standard
- Operate waste disposal and clean thoroughly at the end of shift
- Operate till during service times (when specified)
- Serve on counter, promoting main meals and all products in a polite, friendly and courteous manner and keep counters clean during service
- To assist in maintaining the Legal and School’s standards of hygiene and safety and take any action as is necessary
- Attend all meetings and training courses as required
- Maintain high standards of personal hygiene, reporting any stomach disorders or infections of self or close family
- Ensure personal appearance is well groomed at all times

### **Specific Responsibilities as a member of staff:**

- Be punctual for all commitments
- Committed to team work within all aspects of the school
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is given priority at all times
- Pay due regard to Health & Safety in respect of all members of the school and report matters which compromise this
- Support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all School policies are implemented as appropriate

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

**Signed (Post Holder)** ..... **Date** .....

**Signed (Line Manager)** ..... **Date**.....