

**Job Title:** Catering Assistant

**Reporting to:** Catering Manager

### **Overall Purpose of the Post**

To work as part of a team to cook and serve a given number of meals in accordance with Quality Procedures and work instructions.

### **Main Duties and Responsibilities**

- Prepare the service area and other equipment at the point of service for the efficient and effective service of meals;
- To assist in the preparation, cooking and serving of food;
- To produce meals of consistent high standards on a daily basis;
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment;
- To clean on a daily basis all catering areas to an agreed standard;
- To act as a cashier as required;
- To ensure compliance with agreed HACCP, Health & Safety Policy 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 ensure that all accidents and incidents are reported, including notifiable diseases;
- Any duties as required to ensure the dining area and kitchen is in a clean, hygienic and safe condition, and that the food service is effective and efficient.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;

- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.