



Job Title: Catering Assistant

Reporting to: Catering Manager

Grade: C, SCP 10-12

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

- To 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 undergo on and off site job training sessions as required by the school.
- 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.

Main duties and responsibilities:

Health & Safety

- 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.
- To ensure that you maintain high standards of cleanliness, personal hygiene and appearance.

General Responsibilities

- Responsible to oneself and working colleagues for a high standard of hygiene and safety under the Food Safety (General Food Hygiene) Regulations 1995, the Health and Safety at Work Act 1974 and the policies of Outwood Grange Academies Trust.
- Good interpersonal and customer service skills, maintain professionalism, display patience and politeness at all times.
- To demonstrate a committed and flexible attitude towards customers and team members.
- To operate in line with the ethos, culture, overall aims and policies of the school.
- To work flexibly and undertake, when required, other duties associated with supporting the needs of students, as may reasonably be determined by the Principal (or their representative) and/or the Catering manager.

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.