



## Job Description

**Job Title: Catering Assistant**

**Reporting to: Catering Manager**

**Grade: Scale 1 SCP 7-11**

### **Overall purpose of the post:**

To work as part of a team to prepare cook and serve (or pack transported meals) a given number of meals in accordance with Quality Procedures and work instructions.

### **Main duties and 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 the Outwood Grange Academy.
- Care required to produce meals of consistent high standards and service to customers of between 11 years to 18 years.
- Correct use and cleaning of kitchen tools and equipment as indicated by the job breakdowns.
- Ability to understand simple written and oral instructions e.g slip book, kitchen notices etc.
- Be available to provide cover for absence within the team
- Responsibility for the kitchen's light and heavy equipment, its use care, safety and cleanliness under the general supervision of the person in charge.
- Good interpersonal and customer facing skills, maintain professionalism, display patience and politeness at all times
- To demonstrate a committed and flexible attitude towards customers and team members

No formal training required on the job training will be given over a period of 2 months

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were 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.