

Job Title: Catering Assistant

Reporting to: Premises Supervisor

Grade: Band 3 Spinal point 7

Accountable for: Assisting the development and progress of the catering department, preparing and delivering healthy, high quality meals with excellent customer service.

Contract Type: Stated within your contract

Overall purpose of the post:

To carry out the roles and responsibilities to deliver high quality, healthy meals to the students and ensure a safe and healthy environment

Responsibility and Accountability: To prepare and serve the food, ensure the cleanliness of the servery and kitchen; promote excellent food and environment safety and compliance.

Main duties and responsibilities:

- To prepare fresh food daily to a high standard complying with food safety regulations.
- Ensure you are aware of what the food contains regarding the allergens and communicate this to the customer.
- To serve the food ensuring a pleasant demeanour and excellent customer service skills at all times
- To be multi-skilled, in order to cover all areas of the kitchen and service requirements.
- To prepare the service area daily, ensuring the servery, hot cupboards and fridges are clean and hygienic
- Ensure you have all the equipment, utensils and condiments required for service in time and ready for the start of service.
- Ensure that all signage is correct and in place ready for the start of service.
- Ensure the counter and fridges are set up and full in advance of service.
- To prepare hospitality trolleys and deliver these in accordance to the order requirement
- To work on the till as required in line with the duty job list.
- To wash pans, cooking equipment, crockery, cutlery, tables, chairs, floors etc as required by the job list.
- To take temperatures, apply correct date and storage labelling and rotate stock in line with statutory regulations.
- To put away deliveries ensuring that the stock is rotated properly and that no fire exits or walkways are blocked.
- Clean on a daily basis, and deep clean all areas as required to ensure that Health and safety requirements are adhered to.
- Ensure all duties are completed on a daily basis
- Work as part of the premises team as required or directed by your line manager.
- Ensure the dining area is clean and tidy, tables and chairs wiped and floors swept and moped as requested by your line manager.
- Comply with HACCP, Health and safety policies and COSHH regulations
- Ensure the safe operation of all equipment, and report any damaged or faulty equipment
- Undertake regular risk assessment as required
- Report all accidents and incidents including notifiable diseases
- Ensure the security of the premises and catering areas at all times
- Maintain high standards of cleanliness, personal hygiene and appearance at all times

- Compliance of all Academies Policies, Protocols and Procedures at all times.
- Undergo on and off site training as required by the Academy and your role
- 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.
- Undertake any other reasonable duty (with competence and experience) as required in accordance with the needs and challenges of the Academy.

This job description may be subject to change, depending on the requirements of the Academy.

Special Features

- Hours as contracted - Monday to Friday
- Normal base is Outwood Academy Ripon

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.

Signed:

Date: