

Catering Assistant
Job Description
GRADE: NJC Grade C

MAIN PURPOSE: Working to the direct instruction of the Cook/Catering Manager to assist in the preparation and delivery of the school catering service, adhering to Health & Safety requirements and other statutory regulations.

TASKS:

- Cleaning of light and heavy kitchen equipment, dining areas and furniture following instructions to comply with all COSHH and safety guidelines
- Follow personal cleanliness and hygiene guidelines and rules
- Serving of meals, snacks and beverages as required, adhering strictly to hygiene regulations
- Setting out meal trays, cutlery, tables and chairs and other equipment
- Washing up
- Operation of dishwasher
- Basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks
- Setting out food/snacks and beverages displays, including where appropriate replenishing vending machines
- Assist with food deliveries, storage and management of food and stocks as required
- To maintain and update daily monitoring records including temperature charts for fridges, freezers and store rooms, routine probe tests for hot and cold foods and food sampling where appropriate
- Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.