



JOB DESCRIPTION

POST: Catering Assistant	
GRADE: Band 3	
RESPONSIBLE TO: Lead Catering Manager	
JOB PURPOSE:	The daily organisation of the kitchen to cater to the highest possible standards, in line with the agreed service levels, and to maintain the quality standards within the catering division and seek continuous improvement in service delivery.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Management	<ul style="list-style-type: none"> • To be able to demonstrate the ability to ensure standards meet the requirement of all food related legislation and the Health & Safety at Work Act together with all relevant regulations. • Exercise quality and quantitative control of meals produced. • Any other duties of a related nature which might be reasonably required and allocated by the Facilities Management Officer. • Have knowledge of the relevant paperwork in relation to the Safer Food Better Business Book and other relevant measures and procedures implemented by the Facilities Management Officer. • Be adaptable to change such as being moved to different schools as requested. • Transport and assist in the basic preparation of food and beverages. • Setting out and clearing of dining furniture • Transporting and serving meals to pupils and staff. • Washing up. • General cleaning duties (equipment and surfaces) both in the kitchen and the dining room. • Where applicable to operate cashless systems. • To assist in the promotion and marketing of the school meals service and to work with the school in encouraging full use of the service
Communications	<ul style="list-style-type: none"> • Communicate effectively with other members of staff within the school • Ensure professionalism and take pride in service
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> • To fulfil the necessary administrative tasks associated with the responsibilities of the post.
Data Protection	<ul style="list-style-type: none"> • To comply with the policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate • To work with colleagues and others to comply with health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.

	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • We recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with our Policies and Procedures.
Date of Issue:	July 2019

WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.