



Job Description - Catering Assistant

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Summary of the role:</p>	<p>Job Title: Catering Assistant</p> <p>Department: Catering</p> <p>Job Purpose: Provide a high-quality catering service</p> <p>Reporting Line: Catering Manager</p> <p>Hours:</p>
<p>Main duties and responsibilities:</p>	<p>Promote and safeguard the welfare of the children for whom you come into contact.</p> <p>Be aware of and complying with policies and procedures relating to Safeguarding and child protection, health and safety, security and confidentiality. Report all concerns to an appropriate person</p> <ol style="list-style-type: none"> 1. Carry out basic food hygiene preparation tasks and assist in general kitchen duties as required, ensuring health and safety regulations are adhered to 2. Carry out various kitchen duties, including but not limited to washing up, loading and unloading the dishwasher, cleaning kitchen appliances and work surfaces, assisting colleagues as and when required 3. Assist in lunchtime service to the children and staff 4. Ensuring the highest possible standards of hygiene in the food preparation and service areas by maintaining good cleaning schedules 5. Keep a good working relationship with kitchen colleagues, teaching and administrative staff 6. Cover the late shift, with reasonable notice, until 5.30pm, for staff annual leave or absences 7. Any other duties as directed by the Catering Manager as required

You may also be required to undertake such other comparable duties as the Head requires from time to time.



Person Specification			
The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications		Food hygiene Level 2	Application form
Attainments and Experience		Experience of working in a catering environment for 12 months Experience of working in a school kitchen for 12 months	Application form
Skills		Proficient in using IT	Application form
Personal competencies and qualities	Ability to use own initiative Responsive to change and new ideas Flexibility in working hours		Interview Interview Interview