

JOB DESCRIPTION

CATERING ASSISTANT

Directly Responsible to:	Executive Chef
Pay Scale:	Band 3 Point 7-9 (commencing Point 7 - £7.83ph)
Contract:	Permanent/part time/term time only
Hours:	26.25 hours per week (9.00 am -2.45 pm with ½ hour for lunch)

Key Function:

To assist in the operation of a high quality and efficient catering service and provide effective support for the Executive Chef and Assistant Chefs to optimise income generation.

Principal Duties include:

- Preparation of simple meals, salad bar, sandwiches and beverages, including vegetable preparation as directed.
- Preparation of all counter areas before service.
- Set out and remove dining furniture as required.
- Serving of food and beverages during break and lunch service times
- Operate 'thumbprint' cashless system during service.
- Develop a friendly and helpful atmosphere to all customers.
- Compliance with all Health & Safety rules and regulations.
- Clean dining areas and kitchen after service to maintain a high standard of hygiene.
- Maintain a high standard of personal hygiene.
- Undertake relevant training and development activities and to respond positively to new and alternative systems.
- Carry out any reasonable task or instruction.
- To maintain confidentiality and observe data protection guidelines where appropriate.
- To understand and comply with the school's Child Protection and Equal Opportunities policies and other policies.

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain any colleague wishing to take on additional responsibilities and activities that could positively affect their own, their teams, or the school's development and improvement. Equally, the Headteacher may make additional, reasonable requests of colleagues in pursuit of the effective operation of the school.



PERSON SPECIFICATION

CATERING ASSISTANT

	Essential/ Desirable	Assessment
Personal Qualities <ul style="list-style-type: none"> • Hard working, well motivated, positive • Good communication skills (students and staff) • Enthusiasm and commitment • Ability to establish effective working relationships with colleagues • Willingness and aptitude to work with a team 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form</p> <p>Reference</p> <p>Interview</p>
Qualifications & Training <ul style="list-style-type: none"> • City & Guilds Catering Level 1/2 or equivalent 	<p>D</p>	<p>Application Form</p> <p>Certification</p>
Experience <ul style="list-style-type: none"> • Large scale catering experience 	<p>D</p>	<p>Application Form</p> <p>Reference</p> <p>Interview</p>
Skills & Knowledge <ul style="list-style-type: none"> • Excellent cooking skills • Knowledge of Health & Safety regulations • Knowledge of Food Based Standards 	<p>D</p> <p>D</p> <p>D</p>	<p>Application Form</p> <p>Interview</p>