

Catering Assistant

JOB DESCRIPTION

Salary / Grade range	<p>Grade 1, point 2, Pro Rata actual salary £8,245.23</p> <p>Term time only + 5 training days, 15 hours per week 12.00-15.00, Monday- Friday</p>
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Main purpose of the job

To work as part of the Team and contribute to the achievement of its objectives, providing an effective and efficient catering service. This includes preparing and serving food, shared responsibility for cashier duties and maintaining the associated catering areas in accordance with food hygiene regulations.

Main tasks

1. Assist with the preparation, setting up and serving of meals in line with food hygiene regulations.
2. Clean kitchen equipment and dining furniture as required in designated areas.
3. Assist with the moving and setting up of dining furniture in designated areas.
4. Undertake shared responsibility for cashier duties and be responsible for operating a cash register.
5. Ensure compliance with food hygiene and COSHH (Control of Substances Hazardous to Health) regulations at all times.
6. Provide a customer focused services, which is courteous and responsive and meets the needs of the customers at all times.
7. Support the team in promoting equal opportunities in the workplace and delivering services, which are accessible and appropriate to the diverse needs of service users.
8. Actively pursue own personal development and take full advantage of training provided.

'Striving for excellence in all that we do.'

Headteacher: Mr S Gabriel BSc., MSc., MBA.
 St Peter's RC High School, Kirkmanshulme Lane, Manchester, M12 4WB.
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9. Undertake such duties as may be considered appropriate by the Unit Catering Manager in line with the needs of the service.
10. Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, confidentiality are adhered to and report all concerns to an appropriate person
11. To work as part of a team, to support colleagues and contribute to the vision and ethos of the school and be committed to personal development
12. To undertake any other duties that are commensurate with the grade

Equal opportunities Policy

Promote equal opportunities in all aspects of responsibility according to the school's aims and objectives.

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

- to play a positive role in the spiritual life of the school community;
- to maintain a high standard of discipline, appearance, punctuality and commitment in all students;
- to promote parental and community involvement in the life and work of the school.

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the Headteacher and the member of staff concerned, reasonable changes may be made.

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document*.

Personal Specification		
	Essential	Desirable
Experience, Knowledge and Skills		
Supportive of the Catholic ethos and values of the school	/	
Ability to work as part of a team or individually	/	
Ability to develop good working relationships with all contacts	/	
Ability to understand simple instructions	/	
Ability to carry out cleaning functions and associated duties to specified standards	/	
Knowledge of basic hygiene and health and safety	/	
Active listening and verbal communication skills for effective interaction with customers, other catering colleagues and school employees	/	
Willingness to consent to and apply for an enhanced/standard Criminal Records Bureau disclosure check	/	
Commitment to continuous service improvement	/	
Personal commitment to self-development	/	
Willingness to work flexibly and to undertake any other duties which contribute to the delivery of school services	/	
Willingness to carry out duties with regard to the school's Equal Opportunities Policy	/	

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