

The Post: Catering Assistant

Salary: Grade 1 pt 2 - £24,413.00 (full time equivalent) Actual Salary £10,207.00 per annum pay award pending

Hours: 17.5 hours per week (Term time only)

Reporting to: SBM / Headteacher

The main purpose of the post is:

The main duties of the post include the preparation and assisting in the cooking of quality food, and to ensure that high standards are maintained.

General Responsibilities

- Handling and preparation of food
- Preparing and assisting with cooking meals and dishes in accordance with the school menu cycle
- Provide support to the Catering Manager.
- To learn and record skills and recipes from other members of the team
- Ensuring a clean, hygienic and safe working area
- Safe storage of food
- To comply with requirements of food hygiene regulations, implementation of COSHH regulations and implementation of risk management practices
- Carry out any other reasonable duties within the overall function of the job

Specific Responsibilities Cooking and Service:

- To assist with the preparation and serving of food.
- To assist and monitor food stocks and stock movement
- To ensure that cleaning equipment and materials are safely stored.
- Undertake emergency cleaning duties as required
- To communicate with students politely

General:

- Undertake the necessary training associated with the post
- To ensure that duties and responsibilities are carried out in accordance with school policies
- Undertake any reasonable duties as requested by the Catering Manager, School Business Manager or Headteacher.
- To maintain confidentiality of information acquired in the course of undertaking duties for the Federation

- Carry out all duties with regard to the School's policies
- To participate in professional development to ensure skills and knowledge are kept up to date
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.