



Job Description

Catering Assistant

Reporting to	Catering Manager
Responsible for	Assisting with the provision of school meals
Working Time	Casual
Salary/Grade	Grade 1
Disclosure Level	Enhanced CRB

Level Description

All duties will be carried out within recognised procedures or guidelines. May include ad hoc duties, which require some initiative.

Will make day-to-day decisions about own workload, within a clear framework. There will be some need to interpret information or situations and to solve straightforward problems.

Problems will be referred to the Catering Manager, who will be available for direction and guidance. There is no direct responsibility for supervising others, but may involve demonstrating duties or giving advice and guidance to new employees or others.

Areas of Responsibility

The post holder will:

- 1) Maintain a safe, hygienic and secure work environment. Training will be given to Level 2 hygiene certificate if the post-holder does not hold this qualification
- 2) Work effectively as part of a team
- 3) Maintain food safety when storing, preparing and cooking food
- 4) Prepare snacks/sandwiches/salads and cook dishes as required
- 5) Present food to school standards
- 6) Provide a takeaway counter service
- 7) Operate the electronic till system, taking cash payments
- 8) Provide excellent customer care skills

This job description sets out the major duties and other tasks associated with the stated purpose of the post. Other duties of a similar level or nature are not excluded simply because they are not itemised.

January 2012