

St Augustine's RC High School

Job description for the post of: Catering Assistant					
Directorate: Children and Young People			Location:		
Establishment or team:		School		Post number:	
Grade:	2	Line manager:	Catering Manager	Car user:	
Staff responsibility:		Number of staff directly supervised:		Which business plan covers this post?	
<p>The Purpose of the Job</p> <p>To assist in the preparation and serving of main meals, snacks, and drinks for the students, staff and visitors to the school. To ensure day to day hygiene standards remain at the highest possible level.</p>					
<p>Core tasks</p> <ul style="list-style-type: none"> To assist in the preparation and transportation of main meals, desserts, snacks and cakes, etc. on a daily basis for morning break, lunch times and hospitality. To keep workspace and kitchen equipment clean, according to the schedule. Contribute to the work carried out by other members of the team in their absence and other tasks that may be appropriate to the role. Organising the serving of food. Preparation of ingredients. Laying of tables and chairs in the dining room. Setting up and clearance of service in the dining room/panini bar. General cleaning of equipment and washing up duties after service. Sweeping and mopping of floors in the dining room, Kitchen and Panini Bar. To serve students hot and cold food – main dining area/panini bar. Operation of a till – cashless system During breakfast/break/lunch period to ensure all food waste and refuse is bagged, removed and placed in the school waste skips. To follow high standard of personal hygiene and safety based on good kitchen practice. Training and induction will be provided. To complete checks or record sheets relating to stock and food hygiene as requested. 					
<p>General Responsibilities Common to All Staff</p> <ul style="list-style-type: none"> To carry out duties as may be required from time to time commensurate with the overall responsibility of the post. To comply and actively promote the schools policies and procedures including Behaviour, Teaching and Learning, Equal Opportunities and Health and Safety. To promote positive student conduct. To promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts and agencies. To undertake training and development relevant to the post 					

The list of duties and responsibilities contained in this job description should not be regarded as exclusive or exhaustive. From time to time there will be other duties and requirements associated with your job and in addition, you may be required to undertake various other duties as may reasonably be required.

The post holder will be subject to a DBS Enhanced Disclosure.

Prepared by:	Yasmin Desai
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Date:	28 th November 2023
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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.