

JOB DESCRIPTION

Job Title: Catering Assistant

Responsible to: Catering Supervisor

Responsible For: N/A

Liaise with: Duty Teachers/Lunchtime Supervisors
Students and Teachers
Suppliers

Duties:

Principally:

- This post will be based in the main kitchen to assist in the delivery of the food service across the school ensuring the schools ethos of achieving high standards is maintained and/or exceeded
- Maintain high standards of service and production within the restaurant/kitchen and other food areas with special responsibility for food preparation.
- On an operational basis the post-holder will be expected to work within the school's ethos of "excellence for all" and in accordance with the school's procedures and policies.

The Operation:

- Assist in the smooth running of the food service to include assisting in the preparation and production of hot food, sandwiches, salads, baked goods and all other food served as part of the school's food offer.
- Assist in all aspects of stock control including stock takes and delivery monitoring.
- Provide a positive friendly customer service for all pupils, staff and visitors using the facility.
- Assist with all aspects of cleaning of the kitchen, equipment and other food service areas ensuring that all check-lists are completed.
- Assist in the production of food for special events, theme days and functions.
- Comply with all current Health & Safety and Food Hygiene Regulations ensuring all relevant documentation is completed in relation to the working routine or management guidance.
- Complete to the best of your ability all and any reasonable management requests.

General Duties and accountabilities

- This job description is indicative in terms of duties and responsibilities. Indicative duties are neither definitive nor exhaustive and do not reflect a contractual entitlement. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that falls within the general character of the post. This can include duties not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to parents and visitors
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Special Factors:

Subject to the duration of the need, the special conditions given below apply:

- a) The nature of the work may involve the postholder carrying out work outside of normal working hours, following consultation with the Headteacher.
- b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c) Expenses will be paid in accordance with the School's Conditions of Service.
- d) This position is subject to an enhanced Disclosure and Barring Service check.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Woodbrook Vale School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Name:

Signed: (Postholder) Date:



Signed: (Headteacher) Date: