

# JOB DESCRIPTION

<b>Position Title:</b>	<b>Catering Assistant</b>		
<b>Location:</b>	<b>St Benedict's Catholic High School</b>	<b>Salary</b>	<b>SCP 4</b>

## 1. JOB PURPOSE:

Under the direction and instruction of senior staff, provide high quality, nutritious, balanced meals in a busy kitchen for approximately 1400 pupils in Campus Whitehaven – you may be working in St Benedict's School and/ or Mayfield School.

## 2. ACCOUNTABILITIES:

### Operational

- The preparation of food and beverages.
- Assist with the setting up service counters, serving food and clear down of area afterwards within the dining areas across Campus Whitehaven.
- Serving customers at the counter/ hatch or from a trolley as required across Campus Whitehaven.
- To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery etc. as directed.
- During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.
- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
- To attend training activities and/or meetings as required.
- Occasionally, to assist with special functions at the Campus which may be outside of normal working hours.
- To report any customer comments or complaints and take any necessary remedial action as appropriate.
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Catering Manager to carry out appropriate duties within the context of the job, skills and grade.
- Collect and bag up waste
- Clean and maintain waste bins

### Resources

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/ resources/ materials as set out in instructions.
- Undertake basic record keeping as directed.
- Refill and replace consumables.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Maintain the security of school premises by securing entrances/ exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate.

### Organisational

- Maintain and arrange orderly and secure storage of supplies.
- Ensure cleanliness of equipment, check for quality and safety - reporting any faults to an appropriate senior person.
- Operate everyday equipment in accordance with instructions.

### General

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the school

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- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of school users at all times

## Development

- Participate in training and other learning activities and performance development as required
- Take responsibility for own ongoing personal development and growth of expertise
- Train and develop other employees, for proper succession planning and risk management
- Other duties and responsibilities as requested by the Headteacher

## 3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

### Qualifications:

#### Essential

- A basic level of secondary education

#### Desirable

- Food Hygiene Certificate

### Previous Experience:

#### Essential

- Experience of the preparation of food & beverages
- Experience of working within a customer focussed environment
- A passion for working within the catering and hospitality industry
- Experience of all aspects of cleaning

#### Desirable

- Awareness of Safeguarding requirements and good practice within an educational setting
- Experience with Food Allergies, Special Diets and Labelling
- Food service and preparation

### Job Specific Skills:

#### Essential

- Willingness to use relevant equipment and follow instructions
- Able to perform well and remain professional whilst under pressure
- Ability to relate well to children and adults
- Adaptable and flexible with working patterns when required
- Willingness to gain knowledge of procedures required to meet specified standards
- Willingness to gain knowledge of health and safety procedures and precautions
- Willingness to gain awareness of health and hygiene procedures
- Enthusiastic and willingness to participate in development and training opportunities
- Ability to work on own or as part of a team

## 4. JOB DIMENSIONS:

### Managerial & Supervisory Accountability

- None

### Financial Accountability

- None

<b>Number of Staff Supervised:</b>	<b>Direct Reports:</b>	0	<b>Indirect Reports:</b>	0
	<b>Total:</b>	0		