

PURBROOK PARK SCHOOL - JOB DESCRIPTION
CATERING ASSISTANT



Job Title: Catering Assistant

Responsible to: Catering Manager

JOB PURPOSE

To prepare, cook, and serve nutritional, balanced meals at the correct time. To prepare and dismantle eating areas and carry out cleaning duties.

ROLE REQUIREMENTS

Food preparation and cooking of meals

Help prepare, as directed by the Head of Catering or line manager, the required number of food products, following specified menus /special dietary requirements.

Setting up and clearing away of dining hall

Within strict time limitation, set up required number of tables, chairs bins and water jugs for service periods within the designated eating areas. At end of service disassemble tables and chairs, clear and sweep eating/outside areas ready for immediate school use.

Serving/customer liaison

Serve food following specified portion control guidelines and special dietary requirements. Positively encourage customers to try a variety of food and seek feedback from pupils and teachers on products and service. Handle cash, operate tills/vending machines/cashless card systems where necessary, following strict guidelines.

Kitchen cleaning rota and general washing up

Wash up all eating utensils and equipment, sterilising where required, following set guidelines. Complete cleaning duties, following daily and weekly rotas, to ensure health and safety and hygiene standards are maintained.

Stock control/receipt of deliveries

Put away daily/weekly/fortnightly deliveries ensuring correct stock rotation and quality control guidelines. Receive deliveries, when directed by unit manager, carrying out quantity, temperature and quality checks.

Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability

Ensure health and safety and hygiene procedures e.g. temperature probing and recording.

The key decision making areas in the role

- Ensure correct portion size is given to customer.
- Ensure every customer receives a meal and resolve meal number discrepancies.
- Ensure correct prices are charged for each food item
- Ensure correct card is used for given customer in 'cashless' card system

PURBROOK PARK SCHOOL - JOB DESCRIPTION
CATERING ASSISTANT



This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.