

JOB DESCRIPTION

POST TITLE	Catering Assistant
Purpose:	To prepare, cook and serve nutritional, balanced meals at the correct time.
Reporting to:	Catering Manager, Business & Operations Manager, Headteacher
Liaising with:	Other members of the Catering Team, pupils
Working Time:	32.5 hours per week – term time only (39 weeks)
Salary/Grade:	Salary: - HCC Grade B
Disclosure level:	Enhanced

Role Requirements

Accountabilities	
Food preparation and cooking of meals	Help prepare, as directed by the Catering Manager, the required number of food products, following specified menus/special dietary requirements.
Serving/customer liaison	Serve food following specified portion control guidelines and special dietary requirements. Positively encourage customers to try a variety of food and see feedback from pupils and teachers on products and service. Operate tills, machines/cashless card system, 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 Catering Manager, carrying out quantity, temperature and quality checks.

The main contacts

- Catering Manager/Catering team, Pupils, Staff and visitors

Skills and Experience

- Physically able to lift service and kitchen equipment
- Experience of working in a relevant catering environment is desirable but not essential

Working Conditions

- Frequent bending and lifting
- Washing up.
- Exposure to noise levels during cooking/service
- Exposure to heat through ovens/deep fat fryers/hot cupboards
- Exposure to chemicals with irritant classification
- Exposure to food products which may be irritants (tomatoes, potatoes, onions, garlic, fruits)
- Use of knives
- Work can be at a fast pace
- Temperature variants – kitchens can be hot in summer and cold in winter