

Job Description

Responsible to: Headteacher

Staff managed: None

Job purpose	The core focus of this job is to assist in delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as basic food preparation, setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room.
Catering Assistant	<p>Carries out the following tasks</p> <ul style="list-style-type: none"> • Basic food preparation e.g. cutting up fruit and vegetables, weighing ingredients, removing items from the oven. • Sets up dining room by moving tables and chairs. • Serves food and drink to the pupils and staff. • Tidies up and cleans the dining room and kitchen area. • Removes waste to the appropriate bins. • Uses kitchen equipment carefully and reports any hazards. <p>Works within relevant regulations, policies and procedures e.g. food hygiene rules. No previous catering experience or qualifications required to undertake the duties of the role. All relevant on the job training provided.</p>

Person Specification

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> • Basic knowledge and appreciation of the need for a caring approach with children with regard to the importance of healthy eating • Knowing and understanding the importance of good personal hygiene 	<ul style="list-style-type: none"> • Level 1 Food Hygiene Certificate • Ability to cover in the absence of the cook would be advantageous but not essential
<p>Experience</p>	<ul style="list-style-type: none"> • Working in a catering establishment carrying out basic catering tasks
<p>Occupational Skills</p> <ul style="list-style-type: none"> • The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties • Be reliable, dependable and have a smart and tidy appearance • Be able to work as part of a team • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance 	

NB – Assessment criteria for recruitment will be notified separately.