



JOB DESCRIPTION



Post title:	Catering Assistant/Cook
Salary Range:	NJC Level 2, SCP 3 currently FTE £24,027 (£12.49 p/hr)
Hours:	2 Positions available: 11 hours per week / 38 weeks per year – Tues – Fri 8.45am to 11.30am 11 hours per week / 38 weeks per year – Tues – Fri 11.30am to 14.15pm
Contract Type:	Term time, Permanent
Responsible to:	Kitchen Manager

Job Purpose:

To work as part of a team and to assist in the provision of high quality and nutritious midday meals for the school community.

Main Duties and Responsibilities:

1. Support the day to day operation of services. Contribute to high standards of catering provision.
2. Assist and support in the preparation/ cooking of basic foodstuffs (hot and cold), using set recipes/specifications.
3. Assist and support in the setting up of areas for meals/buffets/refreshments. Lay tables etc.
4. Assist in the service of food and beverages to children/staff and visitors as required. Maintain proper portions when serving.
5. Under direction, undertake work that falls within the range of general kitchen and cleaning duties within the kitchen and dining areas. Assist in waste materials removal and disposal.
6. Assist in proper storage and stock control of chemicals and foodstuffs. Use of stock rotation systems. Report items with short shelf life.
7. Assist in the monitoring and recording of standards and critical controls. Accepts responsibility for own work output and takes pride in own performance standards.
8. Works to maintain and where possible improve on performance standards. Willing to prioritise work when required.
9. Comply with hygiene procedures and food safety requirements.
10. Undertake training to update skills, knowledge and understanding including areas surrounding child protection and food hygiene.
11. Take reasonable care for own safety and that of others who may be affected by your actions or omissions and cooperate with governors/SLT over all matters relating to H&S.

12. Undertake any other reasonable task commensurate with grade and responsibilities as directed by the Kitchen Manager or Office Manager/Headteacher.

The school is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

The school benefits from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. The Headteacher may require additional duties to be undertaken to suit the specific school's requirements and these may be incorporated into the role requirements if they are at a similar and appropriate level to other listed duties.