

JOB DESCRIPTION

Post Title: Catering/Kitchen Assistant/Cook
Responsible to: Catering Manager/School Business Manager/Headteacher
Grade of Post: Grade B
Hours: 12.5 hours per week
Weeks per Annum: 38

This job description outlines the duties required for this job to indicate the level of responsibility. This is not a comprehensive or exclusive list and duties may be varied from time to time to suit the needs of the school.

Main Purpose of Job:

To provide support in the preparation, cooking and serving of food and beverages plus related catering duties.

KEY TASKS

- To assist with the smooth running of the school kitchen and assist at catering functions.
- To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations.
- To assist in devising menus to ensure a variety of meals is offered in the school which caters for different dietary requirements as appropriate.
- To assist in the preparation, cooking and serving of food and beverages as directed by the Catering Manager.
- To prepare the dining area to include moving and setting up tables and chairs, setting trolleys.
- To prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment.
- To load dishwashers and to wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area.
- To clean on a daily basis all catering areas to standards laid down by the school as directed. To assist in cleaning up the dining areas, kitchens and catering equipment after the lunch periods, including cleaning and putting away tables and chairs, washing up/loading dishwashers, cleaning kitchen surfaces and kitchen equipment as required.
- To inform the Catering Manager of any defects in equipment, suspect food or other concerns relating to Food Safety.
- To be aware of and adhere to applicable rules, regulations, legislation and

procedures e.g St Margaret's Academy Code of Conduct and national legislation (Health and Safety, Data Protection).

- To maintain confidentiality of information acquired in the course of undertaking duties for the School.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

COMMITMENT TO SAFEGUARDING CHILDREN

- Be responsible for safeguarding and promoting the welfare of children including online safety
- Treat children fairly and with respect at all times.
- Understand school policy and procedures for Child Protection.
- Understand the signs and symptoms of abuse by attending relevant courses.
- Report all concerns to the Designated Safeguarding Lead or Headteacher.
- Ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- Carry out risk assessments in consultation with the teaching staff prior to activities.
- Promote learning opportunities that raise pupil awareness of how to keep safe.

The details within this job description reflect the content of the job at the time it was created. At some point in the future, some duties may no longer be required and other duties may be gained without changing the general nature of the post or level of responsibility entailed. The Headteacher may revise the job description from time to time and consult with the post holder at the appropriate time.