

JOB DESCRIPTION

POST TITLE: Catering Assistant

LINE MANAGER: Catering Manager

MAIN PURPOSE OF JOB:

Assist the Catering Manager and Catering Supervisor with preparation, cooking and serving well balanced meals and snacks.

MAIN DUTIES

- Ensure all food is prepared and served in a safe and hygienic manner
- Taking customer payments
- Documenting food and equipment temperatures
- Keeping the kitchen and dining areas clean and tidy
- Removal of rubbish
- Washing up

REQUIREMENTS

- Ability to work efficiently in a fast paced environment
- Previous kitchen experience is desirable
- Level 2 Food Hygiene qualification is desirable
- Good communications skills
- Ability to work in a team
- Availability for occasional evening work

The information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures