



JOB DESCRIPTION

Catering Assistant (Next in Line)

Term Time plus 1 week – 32.5 hours

Reporting to Catering & Hospitality Manager

Main Purpose of the Post

Under the supervision of the Catering and Hospitality Manager, assist in managing the catering services according to the specification and standards laid down by the school.

Specific Responsibilities of the post Include:

- To ensure prompt and efficient preparations and service of all meals and breaks at the required time. To ensure that they are being provided to the standard laid down by the school and to the school's satisfaction
- To ensure prompt and efficient preparations and service of any hospitality requirements at the required time. To ensure that they are being provided to the standard laid down by the school and any external clients and to their satisfaction
- Assist with the planning of pupil focused menus which are exciting for both mid-morning break and lunch. Ensuring that they are balanced multi choice menus, in accordance with nutritional standards, considering the dietary needs and preferences of pupils and varied cultural and religious backgrounds and that are cost within the allocated budgets
- To maintain satisfactory relationships at all levels within the school
- To ensure that the control of raw materials and portions are to the school's standards
- To assist with orders, stock counting
- To learn the school's accountancy, documentation and administration procedures are carried out to the approved standard
- To manage alongside the Catering and Hospitality Manager and motivate the catering team to deliver the catering services to a high standard
- To have special regard to the welfare and maintenance of the kitchen staff
- To maintain the legal and School's standards of hygiene and safety and take any action as is necessary.
- To complete the Safer Food Better Business (SFBB) in line with the legal requirements and use as a daily working document
- To take all necessary steps to ensure maximum security of the kitchen, store, office, and any other areas under the control of the catering department.

- Promote healthy eating within the school, this may include presenting and working with pupils and/or parents within classes
- To attend to any reasonable request made by the school.
- Test and develop new food products and menus for the schools
- To actively promote the service encouraging pupils to use the services.
- To maintain high standards of personnel hygiene, reporting any stomach disorders or infections of self or close family to the school.
- Ensure personal appearance is well groomed at all times

Irregular Duties

- To attend to customer complaints and compliments as satisfactorily as possible
- To attend meetings and training courses as requested
- Evening and weekend hospitality events

General Conditions

- All duties must be carried out to comply with The Health and Safety at Work Act; Acts of Parliament, statutory and college instruments and regulations and other legal requirements, nationally agreed codes of practice, which are relevant
- All duties will be carried out in the working conditions normally inherent in the particular job
- Promptly informing line managers of any problems
- Phone into work by 7am if you are ill

Specific Responsibilities as a member of staff:

- Be punctual for all commitments
- Committed to teamwork within all aspects of the school
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is given priority at all times
- Pay due regard to Health & Safety in respect of all members of the school and report matters which compromise this to the Buildings Manager
- Support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all School policies are implemented as appropriate
- Attend all meetings as directed

This job description reflects the principal accountabilities of the postholder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect the changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the postholder.

Signed (Post Holder) **Date**

Signed (Line Manager) **Date**.....