

# JOB DESCRIPTION

**Name:**

**Job Title:** Catering Assistant

**Salary Scale:** NJC

**Point Range:** Point 1 (£24,413) Full Time

**Permanent**

**Starting on:** To be agreed

**Contractual hours:** To be confirmed either 27.5 or 12.5 per week

**Weeks per year:** 38 (Term Time + 2 cleaning/training days)

**Hours to be worked:** 11.30 am - 2.00 pm or 8.30 am - 2.00 pm

**Break:** N/A

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**Purpose of Job:** To assist in the preparation and serving of food and beverages, and to carry out general cleaning duties.

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## **Principal Duties:**

- Assist in the preparation of all snacks, meals and beverages.
- Preparation of rolls and sandwiches.
- Prepare counter areas, fridges and vending machines prior to service and clear down following service.
- Assist in the serving of food and beverages at service times.
- Ensure that strict portion control is maintained.
- Assist in the completion of all plate wash and cleaning tasks/routines.
- Assist in the setting up and clearing down of all dining areas.
- Ensure that the outlet complies with legislation relating to health and safety hygiene.
- Attend training sessions as and when required.
- Assist in any other duties that the Chef Manager or Chef de Partie deem appropriate.
- Assist in the promotion of school meals to maintain and increase meal numbers.
- Greet all customers helpfully and courteously.
- Give customers information about products.
- Operate Cashless till and take payments for meals purchased ensuring that transactions are correctly recorded.
- Keep limited records (e.g. counter checks and stock sheets).
- Assist with the preparation and service at special functions.
- A staff uniform and safety shoes are provided which should be worn at all times.
- Maintain high standards of personal and kitchen hygiene.
- To undertake First Aid Training (First Aid at Work) and carry out that role, if required.
- To undertake Fire Warden training and carry out that role, if required.

Any other reasonable duties as requested by the Line Manager, Principal or the Director of Finance and Resources that is not specified in this job description.

**Responsible to:** Principal, Director and Finance and Resources and Chef Manager.

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

### **Safeguarding**

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Learning Matters Trust operates a **no smoking policy** in its building and grounds.

**Signed (Employee)**.....**Date**.....