



## **JOB DESCRIPTION**

### **Catering Assistant - Band 2**

7.5 hours a week term time only plus 8 days

At High Park we are committed to Safeguarding and promoting the welfare of children and young people or adults at risk in our care and we expect all staff to share this commitment.

**RESPONSIBLE TO: Catering Manager, Assistant Catering Manager and Business Manager**

### **PURPOSE OF THE JOB**

- To prepare the trolleys ready for the lunch service
- To serve lunch within bases to all pupils as hygienically as possible
- To clean the trolley after service including disposal of leftover food as instructed by the Catering Manager
- To ensure all crockery and utensils are cleaned as instructed by the Catering Manager
- To ensure the kitchen is cleaned once all lunches have been served, including food preparation areas, kitchen stores, scraping containers, bins, fridge, freezers etc
- To be responsible for all equipment required to fulfil the job
- To work as part of the catering team
- To be responsible for a high standard of hygiene and safety under the Food Safety, (General Food Hygiene) Regulations 1995 and The Health & Safety at Work Act (1974).
- To report to the Catering Manager any damage to equipment or to the school premises
- To be aware of and comply with policies and procedures relating to safeguarding and child protection, health & safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- To carry out any reasonable duties as requested by the Principal or Business Manager as necessary

### **SUPERVISION AND GUIDANCE**

- Supervision and guidance will be received from the Catering Manager and the Assistant Catering Manager or Business Manager in their absence.

### **GENERAL**

- Attend team meetings and training courses as required
- To work in harmony with other staff within the school to ensure the dinner service runs smoothly
- Holidays during term time will not be permitted

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**