

## Job Description

<b>Job Title:</b>	Catering Assistant		
<b>Directorate:</b>	Children, Learning and Young People		
<b>Location:</b>	St Lucia's Primary School:	<b>Grade:</b>	2

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Reporting to:

Cook in Charge

### Scope and General Purpose:

To support and maintain an efficient and effective catering service. To provide a consistently high standard of service to the school.

### Main Duties and Responsibilities:

Working with the Cook in Charge and the rest of the kitchen staff team, the Catering Assistant will be responsible for the following areas of work:

1. Preparation and presentation of food to the highest standards
2. Serving and clearing the food areas to exceptionally high standards
3. Washing up crockery and utensils after service to an exceptionally high standard
4. Actively involved in the cleaning of the catering equipment on a daily and weekly basis as directed by the Cook in Charge in accordance with the school kitchen's cleaning rotas.
5. Be confident in dealing with concerns as they arise and taking corrective action if necessary.
6. Actively encourage the children to enjoy a well-balanced diet and make sensible choices.
7. Together with the Cook Manager, be willing to attend parents' evenings, school functions and other school events to encourage use and awareness of the kitchen's service.
8. Be confident in the use of appropriate equipment.
9. The post holder must be willing to undertake any training relevant to the post, i.e., Foundation Hygiene Certificate/Health and Safety Certificate

### Miscellaneous:

At the discretion of the Cook in Charge, the post holder will be required from time to time to carry out other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing

circumstances of the school. Therefore, the post holder should be flexible in their ability to work at different times, sometimes at short notice.

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The post holder must comply with the Schools health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to interfere with intentionally or recklessly or misuse anything provided in the interests of health, safety, and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and the Schools policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Schools Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.