

Job Description

All Saints Catholic High School

Title of Post	Catering Assistant
Responsible To	Catering Manager
Grade	Grade 1, Scale Point 2
Hours	20 hrs per week for 38 weeks per year (term time)
Contract	Permanent

Specific Duties and Responsibilities

To work as part of a team providing a catering service to the school.

The post holder must at all times carry out his/her duties and responsibilities within the spirit of School Policies and within the framework of the Education Action 2002, School Standards and Framework Act 1998 with regard to the statutory responsibilities of the Governing Bodies of Schools.

- Catering Assistants are required to work on various food points and breakfast bars.
- To help prepare food and drink.
- To assist in the serving of food and drink.
- To assist in the washing up after the above.
- To work as part of a team in the cleaning of all work areas.
- Restocking shelves
- Cleaning of the Canteen area
- To assist in the periodic deep clean work associated with food areas.
- To undertake the operation of a till
- To undertake any training required of the role.
- To comply with, influence and promote the Schools' Equal Opportunity Policy in the provision of the service, encouraging access to and uptake of the service wherever possible and whenever possible.

Any other duties and responsibilities appropriate to the grade and role.

All duties and responsibilities to be carried out in accordance with School Policies, Standing Orders, and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.