

## JOB DESCRIPTION

<b>Job Title</b>	Catering Assistant
<b>Reports to</b>	Catering Manager School Business Manager
<b>Liaison with</b>	Students, Teaching staff, Support staff, and Senior Leadership Team.
<b>Job Purpose</b>	To provide an efficient and effective catering service to students and staff.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To wash and clean all food service and food preparation items and return to appropriate storage areas</li> <li>• To clean the wash up and pot wash areas at the end of each meal period</li> <li>• To scrub and dry all floor areas at appropriate times as directed by the Catering Manager</li> <li>• To ensure that correct cleaning agents and equipment are used as per manufacturers recommendations and local codes of practice</li> <li>• To assist with the basic preparation of food and beverages and simple cooking</li> <li>• To assist the Catering Manager with the transport, delivery and storage of food, beverage and associated catering items</li> <li>• Report any defects found within the kitchen area and equipment to the Catering Manager</li> <li>• To ensure that clean, correct protective clothing is worn at all times</li> <li>• To ensure that all hygiene and safety regulations are observed and maintained at all times</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• To demonstrate The King Edmund School values and promises ‘In Pursuit of Excellence’</li> <li>• To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body’s expectations of all staff and volunteers</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy</li> <li>• To respect confidentiality at all times</li> <li>• To be familiar with the school’s policies, procedures and working practices and adhere to them as appropriate</li> <li>• To undertake any training and development commensurate with the post</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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Post Holder signature ..... Date .....

Post Holder name (in capitals)..... Date.....

Headteacher signature ..... Date .....

*Please return a signed copy of your job description to the Headteacher for retaining in your personal file.*