



St John the Baptist Cof E Primary School Pebmarsh

Job Description

Job Title: Catering Assistant

Responsible to: Headteacher

Liaise with: Headteacher and Catering Staff at Colne Engaine School

Purpose of Job:

To assist as directed, with all aspects of the serving of food and beverages to the standards required by the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an Enhanced Disclosure Check and positive references.

Main Duties and Responsibilities:

Catering

- To collect meals by own transport from Colne Engaine School kitchen each day in readiness for serving at St John the Baptist Primary school.
- During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.
- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
- To attend training activities and/or meetings as required.
- To report any customer comments or complaints and take any necessary remedial action if appropriate.
- To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed.
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
- To ensure all equipment is kept clean and put away into the correct storage area.
- To support and ensure the kitchen area is kept clean and tidy.

General:

- 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.

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To maintain a Level 2 Award in Food Safety in Catering (Safe Food Handling)
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- Deal courteously with colleagues, pupils, parents and the public.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business.
- Set a good example to pupils.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.