



PHILIP MORANT

SCHOOL & COLLEGE

Job Description

POST TITLE:	Catering Assistant
SALARY SCALE:	Band 1 whole band (range being 1 to 3)
HOURS:	27.5 hours per week for 39 weeks (9.30 am to 3.00 pm Monday to Friday)
LINE MANAGER:	Catering Manager
LIASON WITH:	Other catering staff
MAIN JOB PURPOSE	To assist with the provision of a high quality food and beverage service.

Main Duties

- The preparation and simple cooking of food and beverages.
- Serving customers at the counter/hatch or from a trolley or kiosk, as required.
- To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6 ft), floors, fixtures and fittings, cooking utensils, cutlery glassware, etc, as directed.
- During service times, to ensure that tables and counters are as clean as reasonable 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.
- Occasionally, to assist with special functions at the school, which may be outside of normal working hours.
- To report any customer comments or complaints and take any necessary remedial action if appropriate.
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.

Other Duties

- To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To carry out any other reasonable task as required by the school.