

JOB TITLE: Catering Assistant

LOCATION: ORTU Corringham Primary School

REPORTS TO: Catering Supervisor

SUPERVISES: Not Applicable

JOB PURPOSE:

To undertake general kitchen duties, assisting with food preparation in accordance with menus, serving of meals including the organisation, setting up, clearing and cleaning up. Maintaining stock levels.

KEY CORPORATE ACCOUNTABILITIES:

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL ACCOUNTABILITIES:

- To undertake general kitchen duties, assisting with some food preparation in accordance with menus, serving of meals including the organisation, setting up, clearing and cleaning up. Maintaining stock levels.
- Clearing and cleaning of Kitchen and Dining areas.

At the discretion of the Catering Supervisor, such other activities as may be agreed consistent with the nature of the job described above.

I confirm that I have read and understood, and that I accept, the above job description:

SIGNED: DATE:

NAME IN FULL: