



WESTCLIFF HIGH SCHOOL FOR BOYS

JOB DESCRIPTION: CATERING ASSISTANT

The Catering Assistant will be accountable to the Catering Manager and through him/her to the Facilities & Premises Manager for assisting with the efficient operation of the Sixth Form Centre coffee shop including:

- Assisting in the provision of an efficient and effective catering service.
- Assisting in the preparation, cooking, presentation and serving of meals and snacks.
- Ensuring that food hygiene and health and safety regulations are in place and adhered to including the completion and recording of necessary checks.

Operational

- S/he shall maintain good relationships with all staff, students, visitors, suppliers and contractors.
- S/he shall check and put away deliveries as required ensuring food delivered is handled and stored correctly, including the rotation of stock.
- S/he shall carry out cleaning and maintenance tasks within catering and dining areas to ensure a clean, safe and workable environment at all times.
- S/he shall wash all kitchen utensils and equipment and put them away appropriately.
- S/he shall maintain a high standard of food and kitchen hygiene.
- S/he shall carry out and record details of equipment and appliance checks as required.
- S/he shall carry out and record temperature testing as required.
- S/he shall report any faults with equipment and appliances to the Catering Manager.
- S/he shall prepare the dining area prior to and after service, including the moving and/or setting up of furniture, trolleys and equipment.
- S/he shall inform the Catering Manager of stock levels and requirements.
- S/he shall prepare and cook meals and snacks to the required standard.
- S/he shall serve all food and beverages during service times, having due regard at all times to quality control and quantity.
- S/he shall provide a good standard of customer service to all users of the catering area.
- S/he shall carry out special catering function work as required.

Administrative/Financial

- S/he shall complete administrative duties to the required level of accuracy.
- S/he shall complete financial duties to the required level of accuracy and in accordance with School procedures, including the reconciliation of cash registers.
- S/he shall act as a cashier and take the correct payment for food and/or beverages purchased.
- S/he shall assist in stock take and procurement procedures as required.

General

- S/he shall keep up to date as required with catering, food hygiene and health and safety regulations.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.
- S/he shall undertake any other duties as are reasonably requested by the Director of Resources and Support Services or Headmaster.

The Catering Assistant will work a 30-hour week as stated in the letter of appointment. The Catering Assistant will also be expected to do overtime as required to cover evening or weekend functions on School premises. Such additional work will be recognised through overtime payments. This role is term-time only (38 weeks).

Revised March 2019
Review March 2020



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PERSON SPECIFICATION: CATERING ASSISTANT

Essential	Desirable
Qualifications and experience: <ul style="list-style-type: none"> Food hygiene certification or a willingness to obtain one. 	Qualifications and experience: <ul style="list-style-type: none"> Catering qualification. Catering in a professional capacity. Experience of working in a school or similar establishment.
Knowledge and skills: <ul style="list-style-type: none"> Able to communicate effectively with people of all ages and levels. Able to assist in the preparation, cooking and serving of food and beverages. Able to wash kitchen utensils and equipment as required. Able to carry out cleaning duties as required. Able to carry out the duties of a cashier as required. Effective numeracy skills to complete finance related tasks. Promoting the catering service and healthy eating options to its customers. 	Knowledge and skills: <ul style="list-style-type: none"> Ability to identify meal options for specific individual needs. Knowledge of current legislation and requirements included in DFE guidelines for the provision of school meals. Knowledge of the importance of health and safety and food hygiene in a catering environment. Effective ICT skills. Effective administrative skills to complete appropriate tasks.
Personal qualities: <ul style="list-style-type: none"> Able to form good relationships with students, staff and service users. Able to follow direction from line manager. Able to work flexibly to meet deadlines and respond to unplanned situations. Desire to enhance and develop skills and knowledge through CPD. 	

Essential	Desirable
<ul style="list-style-type: none"> • A commitment to the principles of healthy eating. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 	