

Catering Assistant - Job Description

Summary of the role:

To participate in the catering provision as agreed with the Catering Manager.

NB This may include the handling of all foods within the catering section and the preparation of dishes/food items for service.

Line manager: Catering Manager

Main duties and responsibilities:

- To participate in the preparation of food items in line with the day's menu or with batch baking, where appropriate.
- To participate in the care and the cleaning of the kitchen areas, dining room and equipment as required.
- To serve meals, and to give attention to tables if necessary.
- To assist with the maintenance of quality standards within the catering department.
- To adhere to the cook-safe management system to all the house rules & critical control points.
- To wash all equipment, both kitchen and service items.
- To prepare the dining facilities – this includes, where appropriate the placing and removal of the tables and chairs to and from the storage area and also with the cleaning of the area after service.
- To cooperate with the Catering Manager with regard to compliance with all food safety legislation relating to the catering industry, with all Health & Safety legislation and with the rules, regulations etc. of Southend Borough Council.
- To wear appropriate clothing as required by the Catering Manager.
- In addition, any other reasonable duties as requested by the Catering Manager.

Person Specification

A Health and Hygiene certificate is desirable.

Personal Characteristics:

Essential Characteristics:

Applicants must possess the following personal characteristics:

- High standards of personal hygiene.
- The ability to complete tasks speedily and accurately.
- The ability to communicate effectively with colleagues, pupils, staff and visitors.
- The ability to work either alone or as part of a team.
- The ability to complete all necessary documentation including timesheets, temperature sheets and cleaning schedules.
- Flexibility to work extra school events as required.

Desirable Characteristics:

- Previous experience of working in a school
- Previous experience in a catering environment.
- The ability to work to specified procedures consistently.
- The ability to understand written instructions/information.