

Job Description

Job Title	CATERING ASSISTANT
Applicable to	All Schools
Grade	Scale 1 point 2
Reports to	CATERING MANAGER
Responsible for	N/A
Liaison with	Other catering staff
Job Purpose	To assist with the supervision of children in the dining hall, to call children for lunch and to clear and clean following service.
Duties	<p>Dining Hall</p> <ul style="list-style-type: none"> • To work in one of the zoned areas within the dining hall. • To supervise the children and ensure their behaviour is outstanding at all times and in accordance with the school's Behaviour Policy. • To ensure children understand and follow the dining hall rules. • To demonstrate the correct way to eat lunch. • To role model respect in the way that children are spoken to. • To assist with cutting food (for younger children only). • To help the younger children to drinks and refill water on the tables as appropriate. • To ensure children clear away their trays. • To clear trays, cutlery and cups to the kitchen for washing up. • To clear up spills and keep the dining hall as clean and tidy as possible. <p>Kitchen</p> <ul style="list-style-type: none"> • 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.
General	<ul style="list-style-type: none"> • To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations. • To attend training activities. • Occasionally, to assist with special functions at the school which may be outside of normal working hours. • The duties above 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. • 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 ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.