

Job Title	Catering Assistant
Based at	Philip Morant School and College
Reports to	CATERING MANAGER
Liaison with	Other Catering staff
Job Purpose	To assist with the provision of a high quality food and beverage service.
Duties	<ul style="list-style-type: none"> • The preparation and simple cooking of food & 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 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed. • During service times, to ensure that tables and counters are as clean as reasonably 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.
General	<ul style="list-style-type: none"> • 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 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.