

Leigh North Street Primary School

Job Description



NAME:

JOB TITLE:

Assistant Catering Manager – Level 5

RESPONSIBLE TO:

Catering Manager, School Business Manager, Headteacher

Main purpose of the job:

Under the direction of the school cook, to provide support in the preparation, cooking and service of food and beverages plus catering duties.

Duties and responsibilities

- To prepare, cook and serve the school meals & beverages
- To operate catering equipment and machinery as required after appropriate instruction
- To prepare and clear service and dining areas according to the style and type of service required
- To wash dishes, utensils and kitchen equipment, machinery and clean kitchen premises as required.
- To undertake and other duties that may be required for the effective operation of the catering at the school
- To assist with any other catering functions
- To maintain the school and LEA standards of kitchen and personal hygiene, health & safety and operate to the standards required by the statutory Health & Safety & hygiene regulations. This will include the dining and service area.
- To take over the duties and responsibilities of Cook in Charge in their absence

General

- Respect confidentiality at all times
- Support, uphold and contribute to the development of the schools equal rights policies and practices in respect of both employment issues and the delivery of services to the community
- Show a responsible attitude towards Health & Safety and have due regard for their personal safety and that of others
- To undertake any training commensurate with the post

Note

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.

Signature of post holder:

Date: / /

Signature of headteacher:

Date: / /
