

Atkinson Road Primary Academy

Job Description

Catering Assistant

Responsible to: Chef

Job Purpose: To assist with the efficient and effective delivery of a quality catering service through the preparation and service of meals in accordance with agreed standards and procedures.

Main Duties: To following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To carry out all aspects of kitchen related duties to ensure the preparation and service of a quality meal and the maintenance of all hygiene standards.
2. Undertake the preparation and cooking of food and beverages in accordance with agreed procedures and using all equipment necessary.
3. Ensure the presentation and service of food is in accordance with agreed procedures, providing a brief description, if requested, of the meals available and to encourage the children to make an informed choice or vary their menu choices.
4. To assist with the general maintenance and presentation of the service area, clean the dining room and set up dining room and clear away equipment and materials if necessary.
5. To wash utensils, crockery, pots and pans, and undertake general cleaning of the kitchen area including equipment and machinery, storerooms and staff rooms, to the required hygiene standards.
6. Contribute to the maintenance of high standards of cleanliness and hygiene in the kitchen, strict adherence to the provisions of Health and Safety legislation and Food Hygiene Regulations and maintaining records such as daily event logs, recording food temperatures and receipting of food deliveries; in accordance with the schools policies and procedures.
7. To work flexibly across the catering portfolio as required.

