

Whitworth Park School & Sixth Form College

Job Description

Post Title:	Catering Assistant
Post Statement: To assist in the preparation and delivery of the school catering services, carrying out all duties to the required high standards of food hygiene/handling and safe working practices.	
Grade: 1	Responsible to: Catering Manager
Specific responsibilities for this post: <ul style="list-style-type: none"> • To wash up dishes etc. in compliance with correct procedures to ensure hygiene standards are maintained. • Operate the dishwasher following correct usage procedures to ensure optimum results. • Thoroughly and effectively clean kitchen and dining room areas and equipment as required ensuring appropriate cleaning products etc. are used to ensure hygiene standards are maintained. • Clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with school health and hygiene procedures. • Serve meals, snacks and beverages, ensuring hygiene/food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service. • To carry out all duties with a regard to health and safety for others and oneself, ensuring correct protective clothing is used. • Assist with the operation of the school laundry as required. • Assist with the delivery storage and management of food stocks in line with Health and Safety and hygiene regulations. • To attend any training courses relevant to the post, ensuring continuing, personal and professional development. • Role requires working with a team. • Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude. • Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents. • Maintain accident records as required. • The Post holder may undertake any other duties that are commensurate with the post. • The post holder has common duties and responsibilities in the areas of:- <ul style="list-style-type: none"> ○ Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction 	

Refer also to Generic Post Description: Support Staff