



BISHOP CHADWICK CATHOLIC EDUCATION TRUST

JOB DESCRIPTION

POST TITLE: Catering Assistant
GRADE: South Tyneside Living Wage (Band 3)
RESPONSIBLE TO: Cook

Overall Objectives of the Post:

To provide an effective catering service within school.

Key Tasks of the Post:

- 1. You will be required to:**
 - Observe Health and Safety Regulations as directed by Cook
 - Assist with basic food preparation and service of meals
 - Ensure high standards of hygiene and cleanliness are maintained in the catering areas including cleaning tables, washing up, brushing and mopping floors
 - Assist with the setting up and dismantling of dining furniture.

- 2. You will assist the Cook. You will:**
 - a. Observe correct portion sizes
 - b. Maintain attractive food presentation through all services.

- 3. You will deal effectively and efficiently with customers. You will:**
 - a. Respond to customers in a polite and helpful manner
 - b. Respond to customer queries and complaints
 - c. Be knowledgeable of the catering service and provisions
 - d. Encourage children to choose healthy meal options
 - e. Handle cash/computerised sale transactions in accordance with school policy and procedures

4. Undertake service and equipment checks. You will:

- a. Complete temperature record forms
- b. Complete cleaning schedule checklists
- c. Report any deficiencies, damage or defects to equipment or suppliers to the Cook.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: EHN
Date: 16.01.19