



WISE ACADEMIES

Job Description

JOB TITLE	Catering Assistant
Salary	Spinal Column Points 1 - 2
RESPONSIBLE TO	Cook in Charge
MAIN PURPOSE OF THE JOB	To assist in the preparation, serving and presentation of all food and beverages as directed by the Cook in Charge whilst ensuring high level of customer satisfaction.
HOURS	10 hours per week, term time only plus 2 days (38.4 weeks)

Principle Responsibilities

- Assist in the setting up and cleaning down of the dining area
- Carry out general cleaning duties in all relevant catering areas
- To assist in the preparation of food and beverages in line with pupil requirements and legislation
- To assist in the service of all food and beverages and help advise pupils to make healthy menu choices

Main Duties

- Prepare the counter area prior to service and clear down following service
- Ensure that strict portion control is maintained
- Assist in the completion of all plate wash and cleaning tasks/routines
- Maintain high standards of personal and kitchen hygiene
- Attend training session as and when required
- Maintain good communication links and working relationships with all staff
- Assist in proactively promoting and marketing meal uptake through preparation, presentation and service of all foods to the highest standard
- To wear the appropriate uniform as provided and where applicable
- To act in compliance with data protection principles in respecting the privacy of personal information held by the academy

Other

To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour

To promote the safeguarding of children

To carry out the duties and responsibilities of the post, in accordance with the academy's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

To undertake other duties appropriate to the post that may reasonably be required from time to time.