**Sacred Heart Catholic High School**

**Job Description**

POST TITLE: Food Service Assistant

**GRADE:** N02 (term time plus 7 additional days)

**RESPONSIBLE TO:** Chef Manager

**In all aspects of the post s/he must implement faithfully and effectively the Aims and Policies of this Roman Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.**

**Food Service Assistant:**

To primarily work in the main kitchen, assisting the Chef Supervisor in the daily preparation of food including special events. Excellent customer service will be at the heart of everything you deliver to ensure all students, staff and visitors have a great experience, receiving high quality food.

# Main Duties

The following is typical of the level of duties which the post holder is expected to carry out. It is not exhaustive, and other duties of a similar type may be required at the discretion of the Chef Manager or Headteacher.

1. Work with the Team to maintain, develop and improve the School’s Catering Service.
2. Carry out all aspects of catering and kitchen related duties as directed by the Chef Supervisor or Chef Manager to ensure effective preparation and service of high quality food and beverages.
3. Set up counters and displays every day to ensure you are ready for service.
4. Assist the Chef Manager/Chef Supervisor to produce the best quality food following our School’s specifications.
5. Be required to service internal and external functions.
6. Deliver and collect hospitality: various locations around the School.
7. Work on a cash and cashless till.
8. Interact with customers, and to be a point of contact to deal with customer queries whilst on shift.
9. Ensure prompt and effective service at all times.
10. As directed by the Chef Manager/Chef Supervisor assist with the general maintenance and cleaning of the catering areas to the required hygiene standards.
11. Maintain a clean and safe working environment.
12. Report any defects to the Chef Manager/Chef Supervisor.

This job description may be amended by the Headteacher after consultation with the post holder.