



MACMILLAN ACADEMY JOB DESCRIPTION

<i>Job Title:</i>	Catering Assistant
<i>Responsible to:</i>	Catering Manager
<i>Duties:</i>	To provide and maintain a food and beverage service to meet all service requirements in adherence with legislation.

Responsibilities:

- To prepare menu items as allocated
- Provide back-up items during service
- Complete daily sandwich labels
- Till operation
- Fill up fruit juice machine
- Set up lunchtime utensils
- Set up plate dispenser
- Set up crockery, cutlery and serviettes
- Valet and replenish drinks and snack machines daily
- Check menu with chef supervisor/catering manager before service
- Clean preparation areas, service areas and wash up areas
- Store and replace clean utensils and crockery
- Maintain and clean the food and equipment store on a weekly basis
- Sweep and clean floors, using correct chemicals and slippery floor notices
- Store cleaning equipment
- Dispose of rubbish
- To wear correct uniform and follow personal hygiene rules
- Adhere to the requirements of the HASAW Act 1974
- Work areas to be maintained in a safe and hygienic standard
- Handle all food and food equipment items hygienically
- Any other duties as deemed necessary by the catering manager
- To know your client
- To maintain a professional image with customers
- To be a member of the team

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Employee signature: _____ Date: _____

Line manager signature: _____ Date: _____