

HAYESFIELD GIRLS' SCHOOL

JOB DESCRIPTION

Post Title:	Catering Assistant £6.6278 - £7.0435 per hour		
Responsible to:	Chef Manager		
Salary:	Grade R (SCP07 – SCP09) £12,787 - £13,589 p.a. pro-rata Minimum starting salary £	Hrs:	25 hours per week Times to be negotiated Term-time only plus 5 in-service days

1. Purpose of Job

The primary purpose of this post is to assist in the kitchen and dining room and other areas where food is served as required in the preparation of meals, food service, dish and utensil washing, general cleaning and other tasks associated with catering.

As one of a team to contribute to the general management development and review of the Team both in terms of services provided and staff, in accordance with the School's policy and other objectives, ensuring maximum effectiveness and efficiency.

2. Principal Accountabilities

a) Departmental

1. With the line manager participate in the formulation of detailed Team objectives and policies.
2. With the line manager ensure the effective and efficient implementation of School policies and the achievement of the School's objectives, including financial ones.
3. To assist in ensuring the service is responsive to community needs, needs of service users and that equal opportunity and health and safety issues are identified and addressed effectively.
4. To assist in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the catering team.
5. To ensure effective and accessible communication with staff, service users, the general public, environmental health officers and others as appropriate.
6. To work with students and departments in the promotion of health living/eating.

b) Functional

1. To assist in the preparation of food as directed using modern methods, equipment and food commodities (e.g. freeze dried, frozen and dehydrated products) including the production of simple sauces, biscuits and pre-mixes according to requirements.
2. To assist in the kitchen with simple frying, boiling, steaming etc of vegetables and preparation of salads and sandwiches when required.
3. To operate kitchen machinery such as mixers, slicers (when trained), dishwashers, steriliser, etc as required.
4. To assist with the setting up of the service counter, service of food according to type of service used and clearing of service area. To include, where appropriate, ensuring safe delivery of food to service users at the place of their choice and assisting colleagues in ensuring that access to food and snacks are available in accordance with service needs.
5. To assist in the kitchen and dining room which may be away from the main kitchen area as required. To include the setting up of dining furniture and preparing the room for dining and the clearing and dismantling of these.
6. To wash crockery, cutlery, cooking and serving utensils and kitchen machinery.
7. To support the Chef Manager and Sous Chef in maintaining all food stock levels, to include stock taking and stock rotation.
8. To assist in the monitoring and maintaining of records of daily fridge and freezer and food temperature in accordance with Food Hygiene Regulations and Health & Safety Policy.
9. To assist in the routine and in-depth cleaning of the kitchen, dining room and kitchen equipment on a regular basis using equipment and chemicals as recommended, in accordance with Health & Safety and COSHH requirements.
10. To assist the Chef Manager and Sous Chef in any task associated with catering which is required and to develop, under instruction, skills in this area.
11. To assist in the completion of risk assessments as appropriate, to include the reporting of any hazardous or potentially hazardous situations.

3. Dimensions

Number of staff managed: None

4. Physical Effort

At certain points of the day the post holder will be expected to undertake bending and lifting in the course of their duties e.g. lifting trays of food in and out of the oven and to the service area, moving food stores following deliveries and moving tables, chairs and trolleys.

5. Working Environment

A large proportion of the post holder's time will be exposed to heat and steam during cooking periods.

6. General

The post holder will be expected to undertake any appropriate training provided by the School to assist them in carrying out any of the above duties.

Protective clothing, provided by the School, must be worn at all times when working in the kitchen and service area. Protective head gear need only be worn if working in the kitchen and service area.

The post holder may be required to work in another catering unit, within a reasonable travelling distance if necessary.

The post holder will be required to maintain high standards of confidentiality at all times.

The post holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The post holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Hayesfield Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced Criminal Records Bureau Certificate is required for this post prior to commencement.

I confirm acceptance of the post offered on the terms and conditions stated in the letter of contract, statement of particulars and job description.

Signed: _____

Date: _____

(INSERT NAME OF POST HOLDER)