

PATCHAM HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE: Catering Assistant

REPORTS TO: Catering Manager (when the Catering Manager is absent reports to the Chef)

PURPOSE OF JOB

To assist the Catering Manager and Chef in the preparation of school meals and undertaking cleaning of the kitchen and dining areas in accordance with agreed schedules/rotas of work.

PRINCIPAL ACCOUNTABILITIES

1. To support in the preparation and cooking of all food that is served at Patcham High School.
2. Stock and prepare serveries.
3. Sort and put away all deliveries.
4. Serve food as required.
5. Operate till points as required.
6. Follow cleaning rota for cleanliness of kitchen and serving areas.
7. Prepare and cook all food as directed by the Chef or Catering Manager
8. Prepare snacks and drinks as required
9. Undertake all health and safety checks and complete the relevant paperwork as instructed.
10. Attend supervision, training and staff meetings as required

GENERAL ACCOUNTABILITIES

1. The postholder must be prepared to implement Patcham High School's Equalities Policy at all levels appropriate to the job and must at all times carry out his/her duties with due regard to the Patcham High School's Equalities Policy.
2. To be responsible for the implementation of, and compliance with, legislation relating to health and safety, of such employees and areas of the workplace as fall under direct control of the postholder and for complying with legislation relating to works and contracts as are within the direct responsibility of the postholder.
3. To undertake such other duties appropriate to the grade and character of the work as may be reasonably required.

Your duties will be as set out in the above job description but Patcham High School reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

**PATCHAM HIGH SCHOOL
PERSON SPECIFICATION**

POST TITLE: Catering Assistant

CRITERIA	ESSENTIAL CRITERIA
Job Related Knowledge, Skills and Abilities	<ol style="list-style-type: none"> 1. Working knowledge of kitchen hygiene 2. Ability to assist with basic food preparation and cook school meals 3. Ability to work methodically with regard to health and safety requirements 4. An understanding of basic food hygiene and an ability to learn 5. Ability to undertake cleaning duties in kitchen areas using appropriate equipment 6. Ability to follow cleaning schedules
Experience	Relevant kitchen work
Education Qualifications	None
Equal Opportunities	To be able to demonstrate a commitment to the principles of Equal Opportunities and be able to carry out duties in accordance with that policy.
Other Requirements	<ol style="list-style-type: none"> 1. Flexible approach 2. Commitment to team working and a quality service 3. Commitment to maintaining a clean environment 4. Understanding the need to treat individuals with dignity