



JOB DESCRIPTION

TITLE OF POST: Catering Assistant

SALARY GRADE: PASS 2 point 3

RESPONSIBLE TO: Catering Manager

PURPOSE OF POST: To assist in the smooth and efficient running of the catering operation

KEY DUTIES AND RESPONSIBILITIES:

1. Undertake any general food preparation duties as dictated by menu structure and as requested by the catering manager and/or supervisor;
2. Daily cleaning of restaurant floors, chairs, tables and service areas;
3. Setting up of restaurant and serveries in readiness for break and lunch;
4. Merchandising of service areas;
5. Operate sterilising sink to clean all dishes, cutlery, cups and trays;
6. Cleaning of pans and all kitchen utensils/equipment;
7. Operate waste disposal and clean thoroughly at the end of shift;
8. Operate till during service times;
9. Serve on counter, promoting main meals and all products in a polite, friendly and courteous manner and keep counters clean during service;
10. Maintain sterilising sink and ensure that it is cleaned to required standards at the end of each shift;
11. Attend all meetings and training courses as required;
12. Maintain high standards of personal hygiene, reporting any stomach disorders or infections of self or close family to the Catering Manager;
13. Ensure hygiene and safety standards are maintained in all work areas;
14. Ensure personal appearance is smart and professional;
15. Such other duties as may be expected by the Headteacher commensurate with the grading of the post.