



Job Description

1. Title of Post:	Catering Assistant
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2. Accountable and Responsible to:	The Catering Manager
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3. Grade:	Scale 1
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4. Main Purpose of the Job:	
1.	The provision of a catering service for the school meals and school and external functions. To maintain the cleanliness of the kitchens and serving areas.

5. Main Responsibilities of the Job:	
1.	Assist the Catering Manager and Assistant Catering Manager with the preparation of school meals – especially vegetables and sauces.
2.	Cleaning of the kitchen equipment and kitchen and serving areas.
3.	Service of meals including the operation of the cashless catering tills.
4.	Sweeping of the dining room floors and wiping down of the tables at the end of morning break time.
5.	Stocking of the vending machines.
6.	Washing up of kitchen and dining equipment and washing of the kitchen cloths.
7.	Observance of hygiene and safety rules and the staff code of conduct.
8.	Help with extraneous caterings which take place in the school and are connected with the school.
9.	Taking reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities and, where appropriate, safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of Health and Safety legislation.
10.	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person Specification		
	Essential	Desirable
Basic literacy skills	Yes	
Ability to follow instructions	Yes	
Flexibility in terms of working hours	Yes	
Awareness of health and safety legislation	Yes	
Previous catering experience		Yes
Food hygiene level II		Yes

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.