



## Job Description

**Job Title:** General Assistant (Catering Services)

**Salary Range:** £8.91 ph (Term Time Only + 2 additional days)  
17.5 hours per week

**Line Manager:** Lead Cook

**Verifier for Performance Management:** Lead Cook

### General Responsibilities

To assist in the preparation and serving of food and beverages, and to carry out general cleaning duties.

### Principal Responsibilities and Duties

- Assist in the preparation of all snacks, meals and beverages.
- Prepare counter areas, fridges and vending machines prior to service and clear down following service.
- Assist in the serving of food and beverages at service times.
- Ensure that strict portion control is maintained.
- Assist in the completion of all plate wash and cleaning tasks/routines.
- Assist in the setting up and clearing down of all dining areas.
- Assist in the supervision of pupils during the lunch period.
- Ensure that the outlet complies with legislation relating to health and safety hygiene.
- Attend training sessions as and when required.
- Assist in any other duties that the Lead Cook deems appropriate.
- Assist in the promotion of school meals to maintain and increase meal numbers.
- Greet all customers helpfully and courteously.
- Give customers information about products.
- Operate Cashless till and take payments for meals purchased ensuring that transactions are correctly recorded.
- Keep limited records (e.g. Counter checks and stock sheets).
- Assist with the preparation and service at special functions.
- A staff uniform and safety shoes are provided which should be worn at all times.
- Maintain high standards of personal and kitchen hygiene.

## **Other Duties**

1. To participate in training programmes to help develop the role and improve best practice.
2. Knowledge of and compliance with relevant school policies and procedures e.g. health and safety policy, no smoking policy.
3. To have due regard to the requirements of General data Protection Regulations (GDPR).
4. To carry out any other duties not specified above but which are within the purview and general nature of the post.
5. To carry out duties with full regard to the Board of Directors' Equal Opportunities Policy.

**This job description is subject to regular review which can be initiated by either the postholder or the Headteacher and which in any case will be reviewed annually.**



## Person Specification for the post of General Catering Assistant

**The General Catering Assistant should have:**

### **1) Relevant Experience:**

<ol style="list-style-type: none"><li>1) of working in a catering environment</li><li>2) of working with young people</li><li>3) of working in a school or learning environment</li></ol>

### **3) Aptitude and Skills:**

<ol style="list-style-type: none"><li>1) Good communication and organisational skills</li></ol>

### **4) Personal Qualities to include:**

<ol style="list-style-type: none"><li>1) to be able to contribute to the Christian ethos in the academy</li><li>2) an ability to interact with young people</li><li>3) to be reliable and conscientious</li><li>4) a desire and ability to learn new skills</li><li>5) perseverance</li><li>6) being a team player</li><li>7) a flexible approach to work [some out of hours work may be necessary]</li></ol>