

Lancasterian Primary School



A safe and welcoming learning community where:

- we all aim high;
- everyone is included;
- creativity is valued.

Job Description: **Catering Assistant**
Grade: **Scale 1B**
Line Manager: **Chef Manager**
Hours: **20 Hours - Monday to Friday (Term time only)**

Purpose of Job

To assist with food preparation, food service and maintaining the cleanliness of the catering facilities under the guidance of the Chef Manager.

Main Duties

Food Service and Preparation

- Assist in the preparation of food as and when required.
- Follow the supervisor's instructions and avoid food wastage.

Food Delivery

- Maintain high standards of presentation of food and replenish counters, keeping them looking attractive throughout the service time.
- Control portion sizes and wastage, and be aware of all menu items and options.
- Understand from the Chef what each day's menu is and the dishes are made, in order to be able to answer customer queries.

Customer Relations

- During food service, conduct yourself with a friendly, professional attitude when dealing with the pupils, staff and visitors at all times.
- Actively listen to and pass on to the Chef Manager any feedback from pupils, staff and visitors to continually improve the service.

Teamwork

- Undertake all basic training and work effectively with colleagues as part of the team.

Hygiene and Appearance

- Understand standards of food hygiene and act accordingly.
- Maintain correct procedures for handling and storage of food.
- Ensure tables are attractive, clean and ready to use, clearing tables after service.
- Regularly clean all equipment and surfaces thoroughly and in accordance with cleaning schedules and safety requirements.

Health and Safety

- Follow school policy on safety procedures in accordance with training, and ensure you operate all machinery as instructed after full training has been given.

Safeguarding

- Ensure that school safeguarding and child protection policies and procedures are followed at all times.

Other Duties

- Carry out any other reasonable requests from your line manager, Chef Manager or member of SLT.

This job description will be reviewed at least annually as part of the Performance Management programme. The Head teacher may modify it after consultation with the post holder at any time to reflect or anticipate changes in the job, commensurate with the salary and job title.

Person Specification

	Essential	Desirable
Knowledge and Experience: evidence of		
Working in a school based environment.	*	
Ability to deliver food that is of the highest standards, ensuring satisfaction of pupils, staff and visitors needs	*	
Ability to adhere to a comprehensive cleaning schedule	*	
Skills and Personal Qualities; evidence of		
Good communication skills and the ability to successfully build relationships with colleagues, pupils and staff	*	
A commitment to treating people equally and with a respect for diversity.	*	
An ability to work flexibly.	*	
A willingness to undertake further training, if necessary, to meet the needs of the kitchen unit	*	
A commitment to the ethos and vision of the school.	*	