



WARMINSTER SCHOOL

JOB DESCRIPTION – CATERING ASSISTANT

RESPONSIBLE TO THE CHEF ON DUTY and/or CATERING MANAGER.

Purpose of Job

To perform a variety of manual tasks associated with food production and service within a school kitchen and dining room.

Working Pattern

Catering Assistants are required to work on a regular shift pattern to include both evenings and weekends in accordance with the Catering Manager's requirements.

Holidays must be taken within the school holidays unless agreed in advance by the Catering Manager.

MAIN DUTIES & RESPONSIBILITIES

- Cleaning duties within the kitchen and surrounding areas to include washing pots and pans in the pot wash area and cleaning walls, fridges, door frames, window ledges and any other cleaning duty appropriate to the role;
- Setting up the server ensuring that utensils are available, the hotplate is clean and replenishing the hot plate and drinks machines as appropriate;
- Cleaning and dismantling of machinery in the service area as appropriate and ensuring that the server is cleaned and prepared for the next service time;
- Serving food to pupils and staff as appropriate;
- Ensuring that all work is carried out in a safely and responsibly;
- Attend all training internally and externally as considered appropriate by the Catering Manager;
- Carry out any other duties that are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by your line manager or his/her higher level of authority.

ADDITIONAL DUTIES

As and when required:

- Carry out additional hours to accommodate sickness and school events;
- Provide additional cover for any shift;
- Manhandle stocks;
- Deliver food and provisions around the school site.

PERSON SPECIFICATION

A Catering Assistant should have:

- Good communication skills appropriate to the role;
- Flexible attitude – ability to work alongside colleagues;
- Ability to overcome the peaks and troughs of routine daily provision alongside special events;
- General level of fitness commensurate with the requirements of the job description;
- Capability and willingness to do additional shifts both at weekends and evenings, particularly during term time, but also during the summer lets.