



Wyken Croft
Primary School

JOB DESCRIPTION

JOB TITLE	CATERING ASSISTANT
SCALE	Grade 1
HOURS	15 hours per week

Job Purpose:

To undertake, under the guidance of the Cook/Chef, the preparation, cooking and serving of food and beverages.

Main Duties and Responsibilities:

1. Preparation of food according to instructions given.
2. Cooking meals in accordance with menus or instructions given.
3. Temperature recording in accordance with HACCP guidelines.
4. Serving and dishing up food, including the presentation and garnishing of food and transporting food to tables.
5. Issuing and receiving goods, stocktaking and the keeping of basic records.
6. Transporting food stocks and materials from one area to another (eg. from stores).
7. Clearing/Cleaning of the kitchen complex and its surrounds, including equipment.
8. General kitchen duties (eg. washing up, setting up and putting away equipment, tables and chairs).
9. Working sales counters, including managing Biometric registering of Customers.
10. Reporting repairs/defects to Chef/Cook, Catering Operations Manager or the Site Services Team, dependent on circumstances
11. Awareness of hygiene and Health and Safety regulations.
12. Attend training courses as required.
13. Work effectively as part of a team to ensure the delivery of the contract under Best Value.
14. Any other duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

Wyken Croft Primary School operates a strictly non-smoking policy

Special Requirements

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All posts within the Academy are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon the receipt of a satisfactory response to a check of police records via The Criminal Records Bureau.

All duties and responsibilities must be carried out with due regard to the Academies Health & Safety Policy

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

Postholder reports to: **Business Manager/ Chef or Catering Manager**