

# JOB DESCRIPTION

## CATERING ASSISTANT

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**RESPONSIBLE TO:** The Head Teacher/Catering Manager

### **PURPOSE OF JOB:**

1. Performs a variety of manual tasks associated with food production and service in the catering unit
2. Complies with all appropriate legal requirements in the catering unit.

### **MAIN DUTIES & RESPONSIBILITIES**

#### **1. FOOD PRODUCTION**

- To assist as directed with all aspects of basic food preparation
- Cleaning and clearing of food production areas.

#### **2. FOOD SERVICE**

- Prepare counters and dining areas for service
- Preparation and setting out of condiments
- Service of hot and cold food and beverages
- Ensure sufficient food supplies throughout the service period
- Clearing and cleaning counters of debris during service
- Clearing and cleaning of counters and service equipment after service
- Clearing and cleaning of tables

#### **3. CLEANING/WASHING UP**

- Clearing down after service
- Washing up of crockery, cutlery, glassware, utensils etc., as required, either via automatic dishwasher or hand sinks
- To maintain a high standard of hygiene and safety within the workplace
- To undertake all aspects in the cleaning of equipment – in accordance with the Cleaning Schedule and to complete the Cleaning Schedule with your signature when the task has been completed.

**4. CUSTOMER SERVICE**

- Greets all customers helpfully and courteously
- Gives customers information about products
- To report any customer complaints or compliments to the Manager
- Accept payment and give change, including operating a till or other systems (where applicable)

**May be required to:-**

- Keep limited records (e.g. counter checks and stock sheets)
- Clean and fill vending machines
- Assist with the preparation and service at special functions

Broughton Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Broughton Hall Catholic High School actively supports continuous professional development for all staff and follows a whole school approach to staff performance and development.

**ADDENDUM**

This job description is not necessarily a comprehensive definition of the post. It will be reviewed and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Job description accepted by the job holder

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Date:.....