



Job Description: Catering Assistant

Reports to: Catering Manager
Hours: 20 hours per week, term time only
Salary: Grade 1, Point 3

Level 1

Purpose of job

To support the Catering Manager with the preparation and serving of food to students.

Duties and responsibilities

- Responsible for preparing, presentation and service of all food and beverages to the standard required of the Academy. To undertake duties at any of the catering units within the Academy, to assist in providing and maintaining a well organised and smooth running kitchen.
- To assist in the preparation and serve all dishes to the highest standard as required by the Academy.
- To drive prepared lunches to a nearby site
- To assist in the provision of culturally acceptable meals when required.
- To adhere to all Academy policies and procedures.
- To assist the Catering Manager in providing menus and service delivery proposals.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the Academy.
- To promote the agreed vision and aims of the school

- To set an example of personal integrity and professionalism.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Requirements

You will need to have an ability to fulfil all spoken aspects of the role with confidence through the medium of English.

You must have a full driving licence.

Calthorpe Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.

Signature of staff member: _____

Name: _____

Date: _____