

Bishop Bewick Catholic Education Trust



Job Description

Post Title: Catering Assistant (Schools) (A5052)

Grade: BB02

Responsible to: Catering Supervisor/Manager

Responsible for: None

Job Purpose: To assist with the efficient and effective delivery of a high quality, school meals service through the preparation and delivery of meals in accordance with agreed standards and procedures.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- To carry out all aspects of kitchen related duties to ensure the preparation and service of a quality meal and the maintenance of all hygiene standards.
- To undertake the preparation and cooking of food and beverages in accordance with agreed procedures and using all equipment necessary.
- To ensure the presentation and service of food to the customer is in accordance with agreed procedures, providing a brief description, if requested, of the meals available and to encourage customers to purchase more or try other foods (i.e. balanced diet).
- To assist with the general maintenance and presentation of the service area.
- To wash utensils, crockery, pots and pans, and undertake general cleaning of the kitchen area including equipment and machinery, storerooms and staff rooms, to the required hygiene standards.
- To clean the dining room and set up and clear away equipment and materials if necessary.
- The participation in and assistance with functions where catering is required.
- To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.