

BRITANNIA PRIMARY SCHOOL AND NURSERY

JOB DESCRIPTION

Post: Catering Service Assistant

Salary: Grade 2 Point 2

Responsible to: Catering Manager / School Business Manager

Level Description

To assist with the provision of a catering service in accordance with the school's requirements and to the satisfaction of staff and pupils.

Main Duties and responsibilities

Main Duties and responsibilities are listed below and therefore, each jobholder will undertake at least one of the tasks set out below on a regular basis. All catering staff are expected to observe Health and Safety and Food Hygiene Legislation and all Assured Safe Catering Practices, as documented, at all times. Flexibility in approach to tasks is essential.

- Layout and display food for counter service, including receiving prepared meals and checking of temperatures.
- Assist in the serving of meals and food to pupils and staff and a good understanding in food allergies etc.
- Collect and dispose of waste food and materials.
- Wash-up or clean all items of crockery, cutlery, cooking utensils, equipment, etc. in accordance with the school's policy, reporting any faults or defects noticed to the Catering Manager.

Additional Duties and Responsibilities

In addition to the examples of tasks set out above, there may be a requirement for some Catering Assistants to carry out additional tasks, requiring additional skills. The operational requirement for these additional tasks and skills will be the responsibility for the Catering Manager or Schools Business Manager and will be subject to review.

Current Objectives

To complete any necessary training as may be required e.g, Basic Food Hygiene Level 2, to carry out tasks as required.

Britannia Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed _____

Headteacher **Date** _____

Signed _____

Postholder **Date** _____