

Herschel Grammar School

Job Description

CATERING ASSISTANT

Responsible to: Catering Manager

Main purpose of the job

The daily provision and serving of food for Herschel Grammar School.

Key Responsibilities

1. Cooking and food preparation/serving duties

- 1.i. To undertake food preparation as directed by the Catering Manager.
- 1.ii. To serve food and or operate a till, accurately, to receive cash from sales or record individual Free School Meal take-up.

2. Health & Safety

- 2.i. To be aware of Health & Safety issues in the way food is handled, prepared and stored and to follow the requirements of the 'Environmental Services Procedures and Record Book', particularly with regard to personal hygiene matters.
- 2.ii. To take the appropriate Health & Safety and any other work-related course/tests as required from time to time.

3. Other duties

- 3.i. To wash up and keep the kitchen clean and tidy to wipe work surfaces and tables after break and lunch.
- 3.ii. Place delivered food into storage places as directed by the Catering Manager and to assist with a stock check if required.
- 3.iii. To assist generally the Catering Manager in the operation of the catering facility in order to achieve the overall efficient and effective operation of the facility.
- 3.iv. To perform any other duties as assigned by the Catering Manager.

Please Note: Duties are subject to change by negotiation with the Headteacher or Business Manager.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Herschel Grammar School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

Safeguarding Children

Herschel Grammar School is committed to following and adhering to the Department for Education statutory guidance for schools on safeguarding and including safer recruitment document "Keeping Children Safe in Education" published annually in September. It is the individual's responsibility to promote and safeguard the welfare of children and young people in the School. Satisfactory DBS clearance is required for this post.

Health and Safety

You are required to comply with the school's Health and Safety policy at all times.