

**ROCHDALE BOROUGH COUNCIL**

**SCHOOL: Meanwood Community Primary & Nursery School**

**JOB DESCRIPTION**

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| <b>Job Title:</b>                         | Catering Assistant   |
| <b>Grade:</b>                             | Grade 3 (SCP) 5-6  |
| <b>Responsible to:</b>                    | Headteacher, School Business Manager, Cook   |
| <b>Responsible for:</b>                   | N/A  |
| <b>Hours of Duty:</b>                     | 13.5 hours a week  |
| <b>Any Special Conditions of Service:</b> | <ul style="list-style-type: none"><li>• <b>Term Time Only</b> – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.</li><li>• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</li><li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li></ul> |
| <b>Values and Behaviours</b>              | <p>➤ Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"><li>• Valuing our people</li><li>• Focusing on customers</li><li>• Acting with integrity</li><li>• Using time and money wisely</li><li>• Working together</li><li>• Always learning and improving</li></ul> <p>Be aware of and apply the Rochdale Way behaviours at all times.</p>  |
| <b>DBS Disclosure Level:</b>              | Enhanced   |

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**Organisational Chart:**



## **PURPOSE AND OBJECTIVES OF THE JOB**

To undertake the preparation in cooking and service of meals to a high standard as directed by your line manager where there is a staffing requirement or operational need.

## **CONTROL OF RESOURCES**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

### **Financial**

To work in accordance with Financial Regulations and procedures of the School.

To assist with the achievement of financial targets (i.e. portion control).

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

**To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.**

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health & Safety policies and procedures and current legislation.

### **Equality and Diversity**

To work in accordance with the School's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

### **Relationships (Internal and External)**

**Internal:** Pupils, staff, and other service users.

**External:** Parents/members of the public.

## **RESPONSIBILITIES:**

**The postholder must:**

1. Perform his/her duties in accordance with the School's Equal Opportunities Policy.
2. Ensure that the School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

**PRINCIPAL DUTIES**

1. Preparation and cooking of food and beverages in accordance with menus.
2. Ensure food hygiene and health and safety regulations are adhered to at all times.
3. Assisting in the organisation of the on-site meal service or transported meals
4. General kitchen and dining room duties (i.e. washing up, setting up and clearing away equipment and tables).
5. Cleaning of the kitchen, its surrounds and equipment.
6. Practising and encouraging good housekeeping with energy conservation and equipment
7. To ensure COSHH regulations are followed at all times
8. To ensure that HACCP regulations are followed at all times
9. Simple clerical duties as directed by Catering Manager / Kitchen Supervisor (Temperature recording, signing cleaning sheets, counting plates and trays etc)
10. To follow instruction from Catering Manager / Kitchen Supervisor
11. Maximising good customer relations with colleagues and clients.
12. Attend training courses as required
13. Carry out any other reasonable duties within the overall function of the job

**SECONDARY DUTIES**

- 1 To participate in the School's programmes of in-service training as and when required.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder: \_\_\_\_\_ Date: \_\_\_\_\_