**![Broadoak_Logo[1]]()**

**JOB DESCRIPTION – CATERING GENERAL ASSISTANT**

|  |  |
| --- | --- |
| **SCHOOL:**  | **Broadoak Primary, Swinton** |

|  |  |
| --- | --- |
| **Job details** |  |
| **Job title:** | General Catering Assistant |
| **Grade:** |  Grade 1B, SCP 03 - 04 |
| **Location of work:** | Various units within the School and Welfare Catering Contract |
| **Directly responsible to:** | Cook Supervisor / School Business Manager |
| **Directly responsible for:** | N/A |
| **Hours of duty:** | 8.75 hpw11.45am – 1.30pm Mon – Fri, Term Time Only |
| **Qualifications Required:** | Must possess or be able to undertake and obtain Basic Food Hygiene Certificate within 6 months of appointment to the post |
| **Primary purpose of the job:** | To assist and contribute to the delivery of a quality school catering service.  |
| **Post ref no:** |  |

|  |
| --- |
| Main duties and responsibilities/accountabilities |
| 1. Assist in providing a quality school catering service to all our customers by providing an efficient and helpful service at all times, responding to customer comments and complaints in a positive pro active manner.
2. Assist in the basic preparation and cooking of food and beverages.
3. Preparing, setting up and clearing of dining room before and after service including where necessary the movement and storage of dining room furniture.
4. Assist in the cleaning of kitchen equipment, dining furniture, and prescribed kitchen and dining areas as scheduled in the cleaning rota to ensure set hygiene standards are achieved.
5. Setting up service counters and displays and the service of food and beverages ensuring correct portions served and food arranged attractively on the plate.
6. Washing, drying and the storage of crockery and kitchen utensils.
7. Assist in the receipt and storage of deliveries.
8. Removal of kitchen waste to prescribed refuse collection areas.
9. Able to attend meetings / training courses as required.
10. To undertake any other such duties that are reasonably commensurate with the level of this post.
11. The post holder must carry out their duties with full regard to the school’s Equal Opportunities, Health and Safety and other relevant policies.
 |

|  |
| --- |
| Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

#### Date job description prepared/revised: June 2019

**Prepared/revised by: Sarah Stephenson**

**Agreed job description signed by holder:**