

ROCHDALE BOROUGH COUNCIL

SCHOOL: Kinds Way Park High School

JOB DESCRIPTION

Job Title:	Catering Assistant
Grade:	Grade 3 (SCP) 14 - 17
Responsible to:	Please insert as appropriate
Responsible for:	Please insert as appropriate
Hours of Duty:	22.5 hours per week
Any Special Conditions of Service:	<ul style="list-style-type: none">• The Postholder may be required to attend evening and weekend meetings• 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.• Annual Leave – Term Time Only – 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.• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	<ul style="list-style-type: none">➤ Approach the job at all times using the values set out in the Rochdale Way:<ul style="list-style-type: none">• Valuing our people• Focusing on customers• Acting with integrity• Using time and money wisely• Working together• Always learning and improving➤ Be aware of and apply the Rochdale Way behaviours at all times.
DBS Disclosure Level:	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, cooking and serving of food and beverages, as directed by the Group Supervisor.

CONTROL OF RESOURCES

Personnel

N/A.

Financial

N/A.

Equipment/Materials

Cleaning materials, electrical and non-electrical equipment and reporting faults and defects to your immediate supervisor.

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 Authority's/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: Immediate Supervisor
Group Supervisor
Area Manager
Designated Officers of the Authority

External: N/A

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equal Opportunities Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.

PRINCIPAL DUTIES

1. Preparation of food and beverages.
2. Cooking of meals in accordance with menus.
3. Delivery, service and organisation of the transported and on-site food and beverage service.
4. General kitchen and dining room duties (for example washing-up, setting up and clearing away equipment and tables).
5. Operation of cash registers and receipt of monies, as directed.
6. Cleaning of the kitchen, its surrounds and equipment.
7. Directing staff, as required by the Cook.
8. Simple clerical duties, assisting the Cook as directed.

SECONDARY DUTIES

1. To participate in Council programmes of in-service training as a trainee and, when required, as a trainer facilitator.
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: _____