

# Crosshall Junior School - Catering Assistant

## Job Description

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to DBS clearance.

**Post Title:** Catering Assistant  
**Responsible to:** Catering Manager

**Purpose of Job:** To assist with the provision of school meals in keeping with the healthy eating ethos of the school. To ensure kitchen complies with mandatory legislation.

### Key areas of Responsibility

#### Catering Provision

- To carry out duties allocated by the Catering Manager to ensure the smooth running of the kitchen and to maintain high levels of hygiene in both food service and kitchen premises.
- To maintain a clean kitchen throughout food preparation and assist in the kitchen clean down following service
- To assist in the efficient operation of the food service counters to ensure high standards of presentation and service of food to customers.
- To project a pleasant and positive image at all times to pupils, staff and parents to achieve high levels of take up of the service.
- To cover duties of other catering team members in their absence.

#### Health and Safety

- To ensure compliance with agreed Health and Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
- To ensure safe operation of kitchen equipment
- To ensure that necessary repairs to kitchen equipment are reported immediately to the Catering Manager, ensuring that unsafe equipment is taken out of use pending repair.
- To ensure that all kitchen areas are clean and free from hazards.
- To ensure that all accidents and incidents are reported to the Catering Manager, including notifiable diseases.
- To ensure the security of the catering area at all times.
- Maintain high standards of cleanliness, including uniform, personal hygiene and appearance.