



Woodside Primary Academy



CATERING ASSISTANT JOB DESCRIPTION

SALARY SCALE: 1 Spinal point 1/2/3

NOTE THE SCHOOL EXPECTS ALL ITS EMPLOYEES TO HAVE A FULL COMMITMENT TO THE SCHOOL'S EQUAL OPPORTUNITIES POLICY AND ACCEPTANCE OF PERSONAL RESPONSIBILITY FOR ITS PRACTICAL APPLICATION. ALL EMPLOYEES ARE REQUIRED TO COMPLY WITH AND PROMOTE THE POLICY AND TO ENSURE THAT DISCRIMINATION IS ELIMINATED IN THE SERVICE OF THE AUTHORITY.

JOB PURPOSE

To assist the Cook/Supervisor and other staff in creating a pleasant meal experience

MAJOR TASKS

1. To assist in the production and service of meals and beverages, and to serve on the food counter.
2. To ensure good Customer care.

JOB ACTIVITIES

1. To understand promote and comply with the School's Equal Opportunities policy and to ensure it is implemented in the areas of responsibility.
3. To understand and comply with Food Hygiene Regulations.
4. Whilst on duty to wear the correct uniform provided at all times
5. To prepare the dining area for the service of food and/or beverages.
6. To serve food and/or beverages in a pleasant and professional manner.
7. To clear away and wash-up after meal service.
8. To clear floors, furniture and equipment in the kitchen, servery, dining or Ancillary areas

9. To carry out basic cooking and food preparation duties as instructed
10. To be cost conscious and economical at all times
11. To convey equipment necessary for the consumption of food and/or beverages from the kitchen to the service area and back having due regard for the health and Safety of all.
12. To operate kitchen equipment as required after satisfactory training and to do so, possibly unsupervised, when needed.
13. To carry out all cleaning duties as required on a rota basis.
14. To maintain a satisfactory pace of work through open consultation with your Supervisor.
15. To tidy and clean hall area including putting up tables and chairs before meals
16. To record temperatures of food using probe instruments
17. To prepare food for breakfast and breaks
18. To unpack and store stock

Responsible to: Cook.