

## St Mary's Catholic Primary School- Sunderland

### JOB DESCRIPTION

<b>Post Title:</b>	<b>Catering Assistant</b>
<b>Salary:</b>	<b>£17066</b>
<b>Hours:</b>	<b>30 Hours - Monday to Friday 07.45am to 13.45 pm</b>
<b>Responsible to:</b>	<b>Chef, Headteacher</b>

#### Overall Objectives of the Post:

To assist the Chef in providing a high quality, cost effective and innovative catering service. To effectively deputise for the Chef as required.

#### **Key Tasks of the Post:**

##### ***You will be responsible to the Chef to support in the following:***

- Service enhancement and development with robust quality control systems.
- Food preparation, production and portion control, meeting school deadlines.
- Organisation and supervision of food preparation and service.
- Planning and preparation for functions, events and out of school requirements.
- Safe management of Medical Diets and Natasha's Law.
- Lead and motivate the kitchen team to encourage team cohesion.
- Contribute to the safeguarding of young and vulnerable people.
- Recognising equality and diversity principles.
- Ensuring that equipment is maintained and safe.
- Administration duties attached to the post.
- Pro- actively work in partnership to promote healthy eating and encourage uptake of our healthy options.
- Ensuring good kitchen practices and cooking methods are observed.
- Maintaining a high standard of personal and kitchen hygiene.
- Actively promoting meal up-take through the preparation, production and presentation of all foods to the highest standard.
- Participating in the maintenance and cleaning of the catering equipment and related premises areas.
- Using approved cleaning materials in accordance with manufacturers printed instructions and COSHH Regulations.
- Attend relevant meetings and participate in training and development activities and programmes as required.

#### **General Requirements:**

- Maintain regular consistent and professional attendance, punctuality, personal appearance and comply with the guidelines of relevant health and safety procedures.
- Pursue personal development of skills and knowledge necessary for the effective performance of the role.
- Establish and maintain a constructive working relationship with colleagues and students.

- Adhere to all policies and procedures set out by the school.
- Conduct oneself in a professional manner at all times.
- Willingness to support opportunities that promote the enrichment of the whole school and promote parental partnerships.
- To be committed to the development and communication of the long-term vision of the school.
- Carry out any other duties which fall within the broad spirit, scope and purpose of the job description and which are a reasonable request.

#### **Other Responsibilities:**

- Contribute to the overall ethos, aims and work of the Trust and school.
- Comply with all Trust and/or school policies and procedures.
- Leading/managing area of responsibility – as and when necessary.
- Attending meetings within the trust, school and external events as required.
- Be courteous to colleagues and provide a welcoming environment for visitors and callers.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and the Catering Assistant must ensure that the highest priority is given to following the guidance and regulations to safeguard them.