



## Catering Assistant

### JOB DESCRIPTION

**RESPONSIBLE TO:** Catering Manager

**JOB PURPOSE:** To prepare, cook and serve food in a safe and hygienic environment

---

#### Principal Accountabilities:

- Prepare, as directed by the Catering Manager, the required number of food products, following specified menus;
- Ensure portion control and nutritional standards are met;
- Ensure correct allergen labelling is placed on products
- Prepare cooking ingredients;
- Cook food ensuring all meals are ready on time;
- Maintain food at the correct temperature;
- Produce a range of food to ensure different dietary requirements are met;
- Prepare food for ad-hoc functions during evenings, weekends or school holidays;
- Assist the Catering Manager with the planning and production of menus;
- Ensure kitchen equipment is used, cleaned and maintained correctly;
- Ensure all food is served with the correct tools and is well presented;
- Ensure that food safety and hygiene standards are maintained in the kitchen at all times;
- Promote teamwork to ensure efficient operation of catering service.
- Serve food following specified portion control guidelines and special dietary requirements;
- Positively encourage customers to try a variety of food and seek feedback from students and teachers on products and service;
- Operate tills/vending machines/cashless card systems where necessary, following strict guidelines
- Assist with washing up eating utensils and equipment, sterilising where required, following set guidelines;
- Put away daily/weekly/fortnightly deliveries ensuring correct stock rotation and quality control guidelines;
- Complete cleaning duties, following daily and weekly rotas, to ensure health and safety and hygiene standards are maintained.



# Testbourne Community School

## **Key decision making areas:**

- Preparation of ingredients
- Correct portion size
- Organisation of the kitchen

## **Main contacts:**

Students, staff, suppliers, contractors

## **Working conditions:**

- Working temperatures may vary
- May work within a confined space in the kitchen
- Lifting and carrying
- Time constraints

## **Other Information:**

### **Equality of Opportunity**

- To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment, and bullying
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents, and visitors

### **Confidentiality and Data Protection**

- To treat all information acquired through employment, both formally and informally, in strict confidence
- Understand the school's responsibilities under the Data Protection Act 2018 (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this

### **To Contribute as an Effective and Collaborative Member of the School Team**

- Any other duties as reasonably required by any manager of the school
- Attend meetings as required and make a positive contribution during meetings

### **Safeguarding**

- Being aware of and comply with policies and procedures relating to safeguarding and reporting all concerns to an appropriate person

### **General Policies & Procedures**

- Being aware of and comply with policies and procedures, and in particular health & safety, reporting all concerns to an appropriate person
- Awareness of responsibilities of the Governing Body