

## JOB DESCRIPTION

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| Position Title | CATERING ASSISTANT |
| Location | Stoke Hill Infant & Nursery School |
| Responsible to | KITCHEN MANAGER |
| Reporting to Line Manager | **SCHOOL BUSINESS MANAGER** |
| Grade | **A** |
| Hours | **22.5 HOURS PER WEEK** |

# STATEMENT OF PURPOSE

This document outlines the current duties of the position of Catering Assistant. It indicates the level of responsibility and main tasks involved, not a complete list of duties as these may vary according to the needs of the Service provided.

# PRINCIPAL ACCOUNTABILITIES

1. Ensuring all aspects of ‘relevant’ legislation are complied with, in relation to the Health and Safety at Work Act; the Food Safety Act and any other associated miscellaneous legislation as amended.
2. Assisting the Kitchen Manager in the preparation, cooking and service of food to customers.
3. All kitchen and dining room cleaning duties as directed.
4. Cover the kitchen when the Kitchen Manager is not here.
5. To be involved in the promotion of the service to attract the maximum numbers of customers.
6. To assist in the provision of catering for special functions outside normal working hours/day as requested (minimum two weeks notice will be given).
7. To assist in the provision of catering in a civil emergency if required by the Headteacher or Local Authority.

**SIGNED: (Headteacher)**

**DATE: September 2022**