**GREENFIELD COMMUNITY COLLEGE**

**A Specialist Arts & Science School**

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**JOB DESCRIPTION**

Post: Casual Catering Assistant

Grade: Grade1: Point 10 - 11 (£7.90 - £8.04 per hour)

Accountable to: Director of School Business Services

Line Manager: Catering Manager

Hours per week: As and when required

**Job Purpose**

To assist in the preparation and delivery of the school catering services, carrying out all duties to the required high standards of food hygiene/handling and safe working practices.

Main Duties and Responsiblities

* To assist in the preparation and cooking of food and beverages.
* To wash up dishes etc. in compliance with correct procedures to ensure hygiene standards are maintained.
* Operate the dishwasher following correct usage procedures to ensure optimum results.
* Thoroughly and effectively clean kitchen and dining room areas and equipment as required ensuring appropriate cleaning produces etc are used to ensure hygiene standards are maintained
* Clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with school health and hygiene procedures.
* Serve meals, snacks and beverages, ensuring hygiene/food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service.
* To carry out all duties with a regard to health and safety for others and oneself, ensuring correct protective clothing is used.
* Assist with the operation of the school laundry as required.
* Assist with the delivery storage and management of food stocks in line with Health and Safety and hygiene regulations.
* To operate the tills as required.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Maintain accident records as required.
* The post holder may undertake any other duties that are commensurate with the post or directed by the line manager.
* The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, General Management(where applicable), Financial Management(where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

The above list is not exhaustive and the post holder will be expected to undertake and duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.

It may be necessary to amend this job description at any time in the future but only after discussion with you and your appropriate trade union representative or friend.

Greenfield Community College is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. This post is subject to enhanced DBS disclosure and medical clearance.

Your place of work will be Greenfield Community College – The Sunnydale Campus. The school is part of the Aycliffe and Shildon Schools Education Trust (ASSET) and you may be required to work in any of the school sites within the Trust.