



**Post Title:** Catering Assistant (Schools)

**Responsible to:** Catering Supervisor / Manager

**Responsible for:** None

**Grade:** N2 (Evaluation 322 Points) **JE Code:** A5052

**Job Purpose:** To assist with the efficient and effective delivery of a high quality, school meals service through the preparation and delivery of meals in accordance with agreed standards and procedures.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To carry out all aspects of kitchen related duties to ensure the preparation and service of a quality meal and the maintenance of all hygiene standards.
2. To undertake the preparation and cooking of food and beverages in accordance with agreed procedures and using all equipment necessary.
3. To ensure the presentation and service of food to the customer is in accordance with agreed procedures, providing a brief description, if requested, of the meals available and to encourage customers to purchase more or try other foods (i.e. balanced diet).
4. To assist with the general maintenance and presentation of the service area.
5. To wash utensils, crockery, pots and pans, and undertake general cleaning of the kitchen area including equipment and machinery, storerooms and staff rooms, to the required hygiene standards.
6. To clean the dining room and set up and clear away equipment and materials if necessary.
7. The participation in and assistance with functions where catering is required.
8. To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
9. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.