

**Job Description - Catering Assistant**

| **Postholder** |  |
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| **Postholder Reports to** | Chef |
| **Scale/Salary/ Conditions** | Salary fixed scale point SCP 3 (Actual salary £9,779 per annum, pay increase pending)  Permanent, (20 hours per week across 5 days, 9.30am - 1.30pm), term-time |
| **Key purposes of job** | Performs a variety of manual tasks associated with food production and service in the catering unit.  Complies with all legal requirements within the catering unit. |
| **Responsibilities specific to post** | * To assist as directed with all aspects of basic food preparation. * Cleaning and clearing of food production areas. * Prepares counters and dining areas for service. * Preparation and setting out of condiments. * Service of hot and cold food and beverages. * Clean and fill drink chillers * Clearing and cleaning of counters, tables and dining areas during and after service. * Washing up of crockery, cutlery, glassware, utensils, etc., as required, either via automatic dishwasher or hand sinks. * To maintain a high standard of hygiene and safety within the workplace. |

This job description may be amended at any time in consultation with the postholder. It is subject to annual review at the request of the Headteacher or post holder.