 **MACMILLAN ACADEMY**

**JOB DESCRIPTION**

**Job Title: Catering Assistant**

**Responsible to: Catering Manager**

**Purpose: To assist with the efficient and effective delivery of a quality catering service in accordance with agreed standards and procedures.**

**Principal responsibilities:**

**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.**

* To carry out all aspects of all kitchen related duties to ensure the preparation and service of a quality meal and the maintenance of all hygiene standards.
* To wash utensils, crockery, pots, and pans and undertake general cleaning of the kitchen, dish-wash, servery, and dining room to include staff toilets.
* To contribute to the exacting standards of cleanliness and hygiene in all areas, Including adhering to the Food Hygiene and COSHH (Control of Substances Hazardous to Health) Regulations.
* Ensure the presentation and service of food to the customer is in accordance with agreed procedures, providing a description, if requested of the meals available.
* Work flexibly across all the academy catering facilities.
* To assist with the transportation of food across all academy catering facilities.
* The participation in and assistance with academy events where catering is needed.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for or encounters.

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_