JOB DESCRIPTION

Post title: **Catering Assistant**
Academy: **Academy 360**
Reporting to: **Catering Manager**
Salary: **FTE £24,413.02 Actual £12,809.39**
Working Hours: **22.5 hours per week**
Term Time (38 weeks plus 5 additional days)

Purpose of Job

To assist The Catering Supervisor / Catering Manager in the preparation, cooking and serving of all food and beverages within the Academy. Ensuring that all preparation, cooking and serving of all food and beverages are done to the correct standard.

Main Duties and Responsibilities

- To prepare/ cook/serve food to all within the Academy.
- To maintain hygiene/HACCP practices at all times.
- To follow all food specs at all times.
- To complete checklists.
- To assist in the preparation of all products in time for service.
- Maintain a clean as you go policy.
- To ensure all work stations are set up/cleaned down as per standard.
- Ensure the washing of hands/ changing of gloves.
- To follow the Due Diligence policy, and all other policies within the catering department.
- Any other duties as may reasonably be requested by the Catering Supervisor. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.
- To comply with the Health and Safety Policies and Procedures.
- Till operation and processing of food sales.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2025 where required.