

WELTON PRIMARY SCHOOL
JOB DESCRIPTION CATERING ASSISTANT

Overall Purpose: To help, assist and serve the school meals, whilst following all policies and procedures set out by the East Riding Catering Services team.

JOB SUMMARY

To ensure the smooth running of the school kitchen, by assisting with the serving of meals, and setting out and clearing away dining room furniture and equipment. Ensuring all trays and cutlery etc are cleaned to an appropriate standard and available for use. Maintaining the hygiene of the kitchen.

PRINCIPAL ACCOUNTABILITIES

- 1 Assisting in the preparation and service of food.
- 2 Complying with Food Safety Law and Policies.
- 3 Working within a team whilst supporting the cook manager.
- 4 Receiving and safe storage of goods where applicable.
- 5 Cleaning of all areas within the kitchen/dining hall.
- 6 Safeguarding of children.
- 7 Undertaking of relevant training either “in house” or external courses.
- 8 Awareness of Allergy procedures.
- 9 Awareness of Health and Safety for themselves and others.
10. Awareness of Food Hygiene procedures

* In your role you are required to speak English with sufficient fluency to effectively perform your duties, as required by Section 77-84 of the Immigration Act 2016

JOB CONTENT

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

Provision of Food Materials and Equipment

- Assisting in the preparation and service of food.
- To assist with serving meals and collecting used crockery and cutlery at the end of the lunch period.
- To assist with the daily preparation of the dining room and counter.
- Ensure that all relevant procedures in LA guidance are adhered to.
- Assist in serving of meals and ensuring correct portion sizes are served, and that counter presentation is maintained.
- Encourage children to try a variety of food and make healthy choices.
- Monitor condition of trays, cutlery etc.

Hygiene, Health and Safety

- To undertake cleaning duties in the kitchen and dining areas, including the washing of kitchen utensils, crockery, cutlery etc.
- To store goods delivered.
- Ensure kitchen equipment is maintained and any repairs/breakdowns are reported to School Business Manager
- Ensure cleanliness of all catering areas and adhere to cleaning guidelines.

- Ensure agreed health and safety policies, COSHH regulations and HACCP procedures are complied with, and Risk Assessments/Safe Working Practices are adhered to.
- Monitor stocks of cleaning materials etc and advise school office of order requests.
- Wear appropriate protective clothing.

JOB CONTEXT

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| Reports to: | School Business Manager of the School |
| Supervises: | None |
| Contacts: | School Business Manager, Caretaker, Head Teacher, other school staff |
| Financial Responsibilities: | None |

Key Organisational Objectives:

The post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as appropriate
- At all times operating within the school's Equal Opportunities framework
- Acknowledging Customer Care and Quality initiatives
- Assisting in the maintenance of a clean, safe and secure learning environment for pupils
- Enactment of Health and Safety requirements and initiatives as appropriate
- At all times operating within the school's Equal Opportunities framework
- Work within, maintain and promote the school's values, aims and policies at all times, both within the school environment. and the community.
- Encourage positive attitudes and respect for all people and to create and maintain an environment in which all people are treated with equal concern and have equal access.
- To have regard for confidentiality at all times in matters related to the school and the people within it.
- To carry out any such other duties as are required and are commensurate with the grade of the post.
- The post holder interacts on a professional level with colleagues and explicitly seeks to establish and maintain effective relationships with them as part of a team.
- The post holder interacts with parents and other adults with an interest in the school in a manner, which will promote the school's aims and values.
- Contributing to the maintenance of a caring and stimulating environment for pupils

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.