



**JOB TITLE:** Catering Assistant/Cashier  
**SCHOOL:** Longdendale High School  
**DEPARTMENT:** Education  
**RESPONSIBLE TO:** Catering Manager  
**GRADE:** Grade B SCP 3-4

**PURPOSE OF POST:**

The postholder will operate a till to ensure accurate records of all transactions. Contribute to the preparation of food and service of healthy nutritious meals.

**General Duties**

- Ensure the till/cashless system is ready for use in preparation for service.
- Operate electronic till/cashless system ensuring all transactions are recorded.
- Report sales information to the Catering Manager as required.
- Report to the Catering Manager issues relating to debts and credits regarding dinner money.
- To assist with general kitchen duties which will mainly include washing up by hand and with machine, general cleaning of equipment, floors and surfaces.

**Meal Preparation duties (as required)**

- Comply with stock rotation procedure and secure storage of supplies.

**Other Duties**

- Preparing, setting-up and clearing of dining room after service including where necessary the movement and storage of dining furniture.
- Assist in the cleaning of kitchen equipment, dining furniture and prescribed kitchen and dining areas as scheduled in the cleaning rota. Always ensuring the maintenance of a clean and orderly working environment.
- Setting up fridges as directed.
- Undertake a variety of cleaning duties as directed by the catering manager, including the stores, bins, toilets and fridges. This will be undertaken on a rota basis as part of the catering team.
- Collecting and bagging of waste, ready for disposal.
- Comply with stock rotation procedure and secure storage of supplies.

**General Expectations/Duties**

- To take every opportunity to promote a favourable image of the school to all users of the catering service, including treating students equitably and with respect and lead by example through always demonstrating the schools core values. Ensuring that health and safety guidelines are always followed whilst on the premises.
- Ensuring that all users of the building are treated with care and consideration.
- To undertake training as appropriate to ensure there is sufficient capacity within the team to cover other roles as required.
- To attend meetings as required.

**Person Specification/Key Responsibilities**

**Supervisory Responsibility:** The job may involve the demonstration of duties to support and train new employees or trainees.

**Resource Responsibility:** Responsible for using and the daily maintenance of school kitchen equipment.

**Physical Effort:** Limited requirement for standing walking lifting and carrying.



### KEY REQUIREMENTS:

- Relevant experience of working within a catering team in a school environment would be advantageous
- Willingness to undertake COSHH and / or relevant Health and Safety training, including food hygiene.
- Basic literacy and numeracy skills
- Effective team player
- Ability to complete tasks in line with health and safety procedures
- Must have high hygiene standards and a willingness to pay attention to detail
- Ability to work on own initiative
- Good communication skills
- Must be able and willing to demonstrate the school's core values in particular act with integrity and approach all duties in a professional manner

NB: Longdendale High School is part of the Multi Academy Trust – Stamford Park Trust who is the employer for all staff.