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| **Post: Catering Assistant** | |
| ***Responsible to:*** | Chef Manager |
| ***Liaising with:*** | Teachers, Support Staff, Parents and Pupils. |
| ***Purpose:*** | To contribute to the timely preparation and serving of healthy and nutritious meals. |
| ***Allowance Attached to the Post:*** | Salary NJC Grade B |
| ***Disclosure Level:*** | Enhanced |

**Responsibilities**

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| To contribute to the delivery of the healthy and nutritious Rayner Catering service  Principal Responsibilities:  Undertake cooking activities connected to the full range of menu provision e.g. portion control, special dietary requirements and ensuring minimum wastage.  Supervise the preparation of ingredients for meals under the direction of the Catering Manager and Catering Supervisor.  Follow cooking routines to comply with specified standards.  Decant and/or serve food in the school catering areas  To assist in the catering services for each day and for functions and events, including various dietary requirements.  Actively promote the school meals service to pupils and parents to increase awareness of healthy eating and the uptake of healthy school meals.  Supervise the storage of food to ensure compliance with statutory requirements.  Assist with the recording or ingredients used and stocktaking.  Assist with the monitoring of supplies and recording resources to maintain inventories.  Ensure the maintenance of a clean and orderly work environment.  Demonstrate and assist others in safe and effective use of specialist equipment and materials.  Undertake general administration duties as necessary.  Refill and replace consumables and comply with the stock rotation procedure and the secure storage of supplies.  Operate equipment in accordance with instructions and report any faulty equipment and other maintenance requirements to the appropriate person.  Ensure that catering practice complies with appropriate health and safety and food legislation and procedures.  To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility. |
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**Personal Responsibilities**

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| To play a full part in the life of the school, to support its distinctive mission and ethos and to encourage staff and students to follow this example.  Attend training courses and team meetings as directed by the Chef Manager.  Ensure high levels of professional conduct at all times with particular reference to punctuality, dress, and presentation and uphold the public image of the school at all times. |
| To actively promote the school’s policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.  All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties at a lower responsibility level, in pursuance of raising pupil achievement and effective team working. |
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**You may be required to carry out other duties commensurate with the level of responsibility for the post as assigned by the Headteacher.**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities. This job description is current at the date below but will be reviewed on an annual basis and, following appropriate consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signed:**

Employee …………………………………… Line Manager …………………………………………

Date ………………………………………… Date ……………………………………………………….