

Job Description and Person Specification	
Job Title	Catering Assistant
Department	Taverham High School
GR Number	0330
Grade	B
Responsible to	Responsible to Catering Manager
Effective Date	

Role and Context	
Job Purpose	To work as part of a team to produce healthy and nutritious meals for students and staff at the High School.
Context	Job Family: Catering

Principal Accountabilities	
Accountability	
<p>Health and safety</p> <ul style="list-style-type: none"> ● Maintain a high standard of personal cleanliness and hygiene. ● Ensure correct use of materials and equipment. ● Maintain highest levels of cleanliness and hygiene within the kitchen area and ensure that the cleaning schedule is completed daily. ● Carry out a deep clean as directed. <p>Food Service</p> <ul style="list-style-type: none"> ● To wash dishes, cutlery and other catering equipment to ensure they are clean and hygienic. ● To clean catering areas to an agreed standard. ● Service of food and drink to pupils and staff to the required standard promoting a warm, friendly atmosphere. ● To prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of the specified food. ● To provide weekly disinfecting / cleaning of fridge / freezer seals and to rotate food whilst doing so to ensure that white ware is clean and safe and that all food is rotated to ensure freshness. ● To prepare fruit and vegetables and decorate cakes and deserts. ● To work to strict deadlines so that food is ready for break times and lunch. <p>Food preparation</p> <ul style="list-style-type: none"> ● To assist with the service of meals. ● Ensure the food safety of pupils with special diets and to adhere to legal requirements. 	

Person specification	
Essential	Desirable
Qualifications	
No formal qualifications although post holder would be expected to achieve a Certificate in Hygiene and complete the Food Standards Agency food allergy training and to renew this as required	
Experience	
Working as part of a team	Previous experience in similar role
Skills/knowledge	
Friendly and welcoming manner Good standards of hygiene Clean and tidy appearance Diplomacy	

General information
<ul style="list-style-type: none"> • The job description details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job. • Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times. • Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion. • All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.