



Huntingdon  
Primary School

is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

### Catering Assistant Job Description

**Responsible to:** Catering Manager

**Purpose of the job:** To undertake the preparation and serving of meals and general duties including cleaning tasks in the kitchen, dining hall and associated area.

**Salary Scale:** Grade 1a

#### Job Description:

##### **Main Duties and Responsibilities**

- To assist in the preparation, cooking and serving of food and beverages as defined.
- To prepare the dining area for service.
- To prepare the service area, counters, hot cupboards and other equipment for the efficient and effective service of the meal.
- To undertake such other related duties as are required to ensure that the dining area and kitchen are clean and hygienic to the required standard, and that the food service is effective and efficient.
- To serve food according to the style and type of operation as defined by the School, paying particular attention to portion control and presentation.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the kitchen and related areas to the standard required.
- The receipt and storage of goods received in accordance with the unit works procedure.
- To work within the School's policy and procedures relating to Health & Safety.
- To inform the Catering Manager of any defects with equipment in use.
- To undergo on and off job training sessions as required, and to put this training into practice within the unit.
- Observe regulations regarding fire prevention and control.
- Wear a uniform as directed which is to be kept clean and tidy at all times.
- Maintain good customer relationships.
- Relay any complaints from the pupils/parents to the Catering Manager immediately.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- To comply with any reasonable requests made by the Catering Manager or Headteacher.

This job description will be reviewed annually and may be amended according to changing requirements.

**Variation Clause:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head teacher in consultation with the post holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the school's management reserves the right to make changes to the job description following consultation.

**Flexibility Clause:**

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

**Name:**

**Signed:**

**Date:**