

**Job Description: Catering Assistant**

**Reports to:** Catering Manager

**Salary:** Ark Support Staff spine point 6: £18,222 pro rata.

Actual Salary - £7,585  
**Hours:** Part time; 17 ½ hours per week, term time only (39 weeks per year)

**The Role**

To assist with all aspects of food preparation, food services, kitchen hygiene and other duties associated with the running of the academy’s kitchen, under the direction of the Catering Manager.

**Key Responsibilities**

**Food Preparation**

* To assist in the preparation and cooking of food as directed by the Catering Manager
* To assist with preparation and delivery of refreshments for special functions and hospitality, and collect and clean dirty cutlery, crockery and other serving items after functions, as and when required.

**Cleaning and Health and Safety**

* To record food temperatures and labelling of stock items in accordance with procedures
* To carry out the responsibilities of the post in accordance with all Health and Safety and relevant legislation, reporting any incidents or accidents, including near-misses, to the Catering Manager
* To keep the kitchen, cooking preparation area, equipment and dining hall clean and tidy
* To carry out washing up and cleaning tasks, including cleaning equipment and machinery, in accordance with requirements and procedures
* To take part in deep cleans of the kitchen, food storage, serving and dining areas of the academy as directed by the Catering Manager.

**Food Service**

* To serve the food to an exceptional standard and interact with the staff and pupils in an appropriate and helpful way
* To set up the serving and dining areas as directed by the Catering Manager
* To serve food and provide a helpful and knowledgeable service at all times and in particular with regard to allergens
* To ensure food is replenished and kept clean throughout service
* To work as part of a team to ensure that all service requirements are met.

**General**

* To assist with receiving stock and check quality and quantity against the delivery note/invoice.
* To assist in the running of the Breakfast Club and preparation of the food.
* To put deliveries of stock away in the designated storage location, ensuring that all stock is dated and rotated in accordance with directions from the Catering Manager
* To ensure that heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the dining area are maintained and operated to the standards required by the statutory, local authority and academy health, safety, fire and hygiene regulations and policies
* To ensure that the academy’s personal and food hygiene policy and procedures are applied continuously and that there are no breaches of statutory or local authority regulations

**Other**

* To undertake training and development relevant to the post and in line with the academies priorities
* To undertake any task as directed by the Principal, Catering Manager or member of SLT.