**Job Description: Catering Assistant**

**Reporting to:** Catering Manager

**Start date:** As soon as possible

**Contract:** Fixed contract until 23 July 2019

**Working Pattern:** Monday to Friday 08.00am until 14.30pm (this includes half an hour for lunch

**Salary:** Ark Support Scale 1: Pay Points 6 - 8

 £16,394 – £16,626 pro rata

 (£8.73 – £8.86 per hour)

The Role

As a Catering Assistant you will be working as part of a team who ensure the delivery of a consistent, high-quality meal service that meets the needs of the Academy by assisting with all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the kitchen and food service operations.

Key Responsibilities

* Assist in the preparation and cooking of a range of nutritious food for meal times
* Serve the food to an exceptional standard and interact with the staff and pupils in an appropriate and helpful way, providing a knowledgeable service at all times, in particular with regard to allergens and other dietary requirements
* Assist in the sale, service and clearing of all food, beverages and utensils
* Handle cash as required under supervision and/or operate a cashless till and any other items of catering machinery or equipment, as directed
* Assist with routine and deep cleaning of the kitchen, food storage, service and dining areas, including heavy and light equipment and machinery, crockery and cutlery, in accordance with the cleaning schedule
* Follow established kitchen systems and procedures to guarantee an efficient and organised meal service
* Assist with events and functions as required
* Receive deliveries, ensure correct stock rotation ensuring that all perishable and non-perishable commodities are stored under the correct conditions

Other

* Actively promotes the safety and welfare of our children and young people
* Ensures compliance with Arks data protection rules and procedures
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
* Carry out other reasonable duties as directed by Premises Manager / Principal
* To work across both sites as and when required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.