

## Job Description

### Post: Catering Assistant

#### Purpose

To challenge educational and social disadvantage in the north.

#### Duties and Responsibilities

- Assist the Chef Manager / Head Chef with the preparation of meals, drinks and snacks.
- Wash up and clean kitchen equipment and tableware.
- Set out and put away dining furniture.
- Maintain high levels of cleanliness and food hygiene by cleaning the dining area and kitchen premises.
- Clean outside the kitchen areas, including drains and dustbin areas.
- Ensure good food hygiene practices: high standards of personal hygiene and kitchen hygiene in the preparation and service of food; maintenance of equipment and premises.
- Ensure deliveries and stock are stored correctly and rotated as per HACCP guidelines, adhering to manual handling procedures at all times
- Serve food to staff and students and operate cashless tills to record purchases.
- Engage fully in the Trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the Trust's / academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the Trust and academy calendars.
- Consistently implement all Trust policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Head Chef / Catering Manager

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***