

## **JOB DESCRIPTION**

Post title: General Catering Assistant

Salary: Point 6

Hours: 22.5 hours per week – Term Time Only plus available 5 days PA

Responsible to: Chef Manager

### **Purpose of Role:**

- To work closely with the Catering Partner in order to maximise sales, whilst ensuring that the highest standards of service are provided for students and staff alike
- Basic food preparation, general catering duties
- Customer service
- Till operation in accordance with academy procedures
- Cleaning of all areas within the business both front and back of house
- The carrying out of hygiene, health and safety policies and practices and COSHH regulations in line with the contractors documented schedules and due diligence practices
- Transportation of goods to satellite areas within the academy

### **Main duties:**

- Basic food preparation from salads, sandwiches and cooking of hot food etc. in accordance with academy procedures.
- Liaise with students and staff alike in all aspects of the service and a maintenance of excellent customer service and care.
- To maintain academy property and equipment to a safe standard and that all defects are reported to your line manager.
- Fixture and fittings to be cleaned in accordance with cleaning schedules.
- Transportation of goods to other areas within the academy and stocking of fridges etc.
- Ensure that all required health and safety and food safety procedures are followed as per standard practices.
- Carry out duties and responsibilities as instructed by the Chef Manager to meet the changing needs of the academy.
- Whilst every endeavour has been made to outline all duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore have been used above, in which case all the usual associated duties are naturally included in the job description.

**Other Specific Duties:**

- As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities.
- To contribute to the overall ethos and aims of the academy.
- To participate in professional and personal development programmes as required, including training and performance review.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.
- To be aware of, and comply with all academy policies and procedures including health & safety; security; confidentiality; equality and data protection, reporting all concerns to an appropriate member of senior leadership team.
- To appreciate and support the work of other professionals.
- To undertake any other duties commensurate with the grade of the post.