



## ALL HALLOWS CATHOLIC HIGH SCHOOL

### JOB DESCRIPTION

- Job Title:** Catering Assistant 1
- Responsible To:** Catering Manager
- Duration:** Permanent Contract.  
Required 1 October 2022  
Term time only
- 16 hours per week (Wednesday 10.00am-2.00pm,  
Monday, Tuesday, Thursday & Friday 11.00am -2.00pm)
- Salary:** Foundation Living Wage £19,100 Pro Rata.  
Hourly rate £9.90.
- Start date:** 1 October 2022 or ASAP

#### **Job Purpose**

To provide catering support in the preparation, cooking and serving of food and beverages plus related catering duties.

#### **Main Duties & Responsibilities**

- To prepare the dining area for service, which may include moving and/or setting up furniture, setting up of trolleys and the cleaning and dismantling of these as required after service.
- To prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of meals
- To assist in the preparation, cooking and serving of food and beverages as directed by the Catering Manager
- To serve food according to the style and type of operation defined by the school
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.
- To clean on a daily basis all catering areas to a standard required by the school

- To undertake on and off the job training sessions as required by the Catering Manager
- To inform the Catering Manager of any defects in equipment or premises not meeting Health and Safety and/or Food Hygiene Regulation Standards.
- To undertake such other related duties as are required to ensure the dining area and kitchen are in a clean and hygienic condition and that the food service is effective and efficient.
- To undertake duties that may be required for the effective operation of the catering department including till duty ( cashless catering) as directed by the Catering Manager

## **Qualifications and Experience**

### **Essential**

- Ability to work as part of a team
- Ability to meet deadlines
- Ability to work under pressure and use own initiative
- High standard of personal and food hygiene
- Good customer care skills
- Be willing to learn new skills and undertake required training
- Commitment to attendance at work
- Commitment to health and safety in the workplace

### **Desirable**

- Experience working in the catering industry
- Experience in food preparation
- Level 1 or 2 Food Hygiene & Safety Certificate
- Food Allergy Awareness Qualification
- Operating a cashless till
- Flexibility to work additional hours to cover staff absences and school events

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.