

ST MARY'S CATHOLIC SCHOOL

TITLE OF JOB: CATERING ASSISTANT

GRADE: HB

1) JOB OUTLINE

a) REASON JOB EXISTS

To undertake, normally under the general direction of the Catering Manager, operations connected with the preparation and cooking of meals.

b) MAIN AREAS OF RESPONSIBILITY

- To assist the Catering staff in the preparation and cooking of meals
- To assist the Catering staff in maintaining high standards of food hygiene and cleanliness in the kitchen in accordance with HSS domestic and catering standards
- To contribute to a working environment which supports equal opportunities and anti-discriminatory practice
- To promote healthy eating and good nutritional standards
- To assist in the hospitality offered by the school to staff and visitors

c) EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

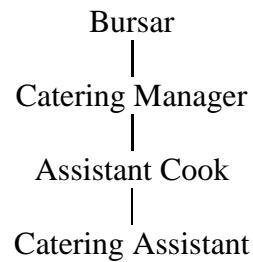
d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person. Take responsibility for food hygiene, ensuring that all regulations relating to catering are followed,(training provided).

e) CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form.

2) ORGANISATION CHART



3) SUPERVISION

The jobholder is managed by the Catering Manager and the assistant cook, The jobholder assists the Catering staff.

4) JOB CONTEXT

The jobholder, under the direction of the Catering Manager and Assistant Cook plays an important part in the hospitality offered by the school to staff and to visitors. He/she also makes a significant contribution to the promotion of healthy diets and pupils' understanding of healthy lifestyles and good nutritional standards.

5) CONTACTS

All members of staff but particularly teachers, pupils and midday supervisory staff.

6) KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience in the use of specialist catering equipment
- Evidence of experience relevant to the post
- Understanding of the needs of teachers and support staff
- All these will be an advantage but not necessary to obtain the post.

7) DIMENSIONS

Assist the Catering Manager and Assistant Cook to monitor and manage the school's catering supplies.

9) PHYSICAL EFFORT

Continuous lifting throughout the shift, stacking foodstuffs at higher and lower levels, pushing heavy heated and refrigerated trolleys, lifting large cooking utensils and moving heavy kitchen equipment.

Approximately 70% to 80% of the time

10) WORKING ENVIRONMENT

Frequent exposure to unpleasantly high temperatures and steam. Contact with hot substances, ovens and hot plates. Use of dangerous equipment e.g. gravity feed slicers. Exposure to periodic loud noise from dishwashers and other kitchen equipment.

11) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

1st April 2007