

JOB DESCRIPTION

KICKSTART – Catering Assistant

POST: Kickstart – Catering Assistant

REPORTS TO: Catering Manager

Post Summary

- Assist with the preparation and cooking of food and refreshments.
- Assist with the care, maintenance and cleaning of all equipment in use in the kitchen as required.
- Prepare the dining room for service, including cleaning, sweeping, mopping and laying of tables when necessary.
- Move the dining room furniture within the dining room when necessary.
- Serve meals and refreshments in line with Academy requirements.
- Assist the Catering Manager and colleagues with Academy hospitality functions.
- Assist with the washing up of all kitchen and dining equipment.
- Assist with the general daily cleaning of kitchen and associated areas.
- Work within food hygiene regulations and Health & Safety.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.