



Westfield Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Catering Assistant Job Description

JOB DESCRIPTION

POST TITLE: Catering Assistant

GRADE: NJC point 3

RESPONSIBLE TO: Catering Manager

Purpose of the job:

The core purpose of this role is to provide effective support to the Catering Manager through the ability to prepare food to a high standard, serve food to staff and pupils and clearing away after service

1. Main areas of responsibility

- 1.1 To help prepare and cook high quality meals for students and staff.
- 1.2 To maintain high standards of food hygiene in the kitchen in accordance with domestic and catering standards and adhere to the requirements of Level 2 award in Food Safety and Hygiene at all times.
- 1.3 To put out dining furniture before service.
- 1.4 To serve food during lunchtime service.
- 1.5 To clear down and wash up following service.
- 1.4 To ensure supplies are stored in accordance with domestic and catering standards.
- 1.5 To support the cleanliness and hygiene standards within the kitchen as listed in the cleaning schedule.
- 1.6 To work effectively as part of the catering team and wider school team.
- 1.7 To cover for catering staff absence as and when required
- 1.8 To promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies including the health and safety policy.

This post is term time but includes 3 additional days within school holidays

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