KINGSLEIGH PRIMARY SCHOOL

JOB DESCRIPTION

POST TITLE: Catering Assistant

REPORTING TO: Chef Manager

Job Purpose & Objectives

Details
To support the delivery of a high-quality catering service by preparing, serving food and supporting the dining hall at Kingsleigh Primary School. The postholder will ensure that food is presented and served to the highest standards while maintaining excellent levels of food hygiene, health and safety, and customer service.

Main Duties & Responsibilities

Food Preparation and Service

- Prepare and serve hot and cold meals in accordance with food safety, hygiene, and quality standards.
- Ensure food is presented attractively and ready for service at the appropriate times.
- Maintain portion control and food quality standards throughout service.
- Provide a friendly and professional service to pupils, staff, and visitors.

Health, Safety and Hygiene

- Maintain high standards of cleanliness throughout the kitchen, service areas, dining hall and storage locations.
- Clean and sanitise equipment, utensils and serving areas following service.
- Wash, clean and store all kitchen equipment, utensils, crockery and serving items to ensure high standards of hygiene are maintained.
- Comply with all food hygiene, health and safety, safeguarding and school policies and procedures.
- Use equipment safely and report any defects or concerns promptly.

Team Working and Dining Hall Support

- Work effectively as part of the catering team to ensure a smooth and efficient service.
- Liaise regularly with the Chef Manager to ensure food quality and service standards are maintained.
- Support the preparation, set up and clearing of the school hall before, during and after meal service

- Assist with the supervision of children in the dining hall, promoting positive behaviour, good manners and a positive dining experience.
- Clear tables, clean dining areas and ensure the hall is left clean, tidy and ready for subsequent use.
- Dispose of waste appropriately and help maintain a safe, clean and welcoming environment for pupils, staff and visitors.

General

- Undertake any other duties commensurate with the grade and responsibilities of the post.
- Promote and uphold the values and ethos of the school at all times.

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Name .....

Signed .....

Dated .....