



Bede Academy

Job Description

Catering Assistant

This role reports to the Catering Manager and Assistant Catering Manager, to provide an efficient, effective and quality catering service.

Main Responsibilities are to carry out or assist with the following to the standard specified by the Catering Manager / Assistant Catering Manager:

- The preparation and presentation of food and basic cooking.
- Serving of food and operation of till and promote a friendly atmosphere. Ensuring that all control systems relating to cash and stock are operated correctly and complied with.
- Preparation of the Service Counters and load with plates and meals, as necessary, and to ensure sufficient supplies throughout the service period.
- To ensure that all Regulations regarding Hygiene, Safety and Cleanliness are complied with in tasks undertaken.
- To ensure duties are undertaken in accordance with the work schedule and customer requirements.
- To ensure that the tables are left as clean as is reasonably practicable and adequately stocked during service times.
- To undertake all aspects in cleaning equipment (light and heavy), walls, floor, fixtures and fittings, pots, pans, cutlery, crockery, glassware, etc.
- To check menu daily and notify any insufficiencies to Catering Manager / Assistant Catering Manager.
- To ensure the highest standard of personal hygiene and cleanliness and a smart appearance is maintained.
- To assist with kitchen duties as directed.
- To relieve and assist from time to time with duties as requested.
- To report immediately to the Catering Manager / Assistant Catering Manager any unsafe procedures, working practices, unfit food or other irregularities and unsafe machinery, including any dangerous occurrences, near misses and accidents.
- To attend to any reasonable request by the Management.
- To assist at any special function, which may occasionally, occur outside normal working hours.
- To report all customer comments and take some remedial action if at all possible.
- To comply with all Academy and site rules, regulations, procedures and policies.
- The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the incumbent. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility; these factors are reflected in the post grade
- All employees are expected to demonstrate a commitment to the principles of equal rights both in relation to employment issues and service delivery, and to adhere to the policies of the Academy in the performance of their duties.
- All employees are expected to respect all confidentiality and principles and practice of the Data Protection Act.
- All post holders are required to comply with Health and Safety policies and legislation.
- Any other reasonable duties as requested by the Principal.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.

Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that Bede Academy is a safe and secure environment for our students.