



**Bishop Wilkinson**  
Catholic Education Trust  
Through Christ, in Partnership

## **Job Description**

### **CATERING ASSISTANT**

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Grade: Grade B, SCP 3  
Hours: 10 hours per week, Term Time Only plus 2 days  
Location: St Robert of Newminster Catholic School & Sixth Form College  
Report to: Cluster Manager / Catering Manager

#### **Main Duties and Responsibilities**

- Assist in the preparation, cooking and serving of food and beverages
- Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
- Operate kitchen equipment, following training
- Undertake cleaning and washing up as directed in the kitchen and dining areas
- Refill and replace sauces, condiments and other consumables.
- Will be expected to attend job related training when directed by the school

#### **Additional Information**

Individuals in this role may also undertake some or all of the following:

1. Assist with moving and setting up dining furniture
2. Undertake cashier duties, and under supervision be responsible for operating a cash register.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**June 2021**