



## Catering Assistant Job Description



**Job Title:** Catering Assistant  
**Grade:** Grade 1 (SCP 3-4)  
**Responsible to:** Catering Manager / Head of School

### **Purpose of Job:**

To assist in the preparation, serving and presentation of all food and beverages as directed by the Catering Manager whilst playing an active part in assisting children to make healthy eating choices.

### **Principle Responsibilities**

- Assist in the setting up and cleaning down of the dining area
- Carry out general cleaning duties in all relevant catering areas.
- To assist in the preparation of food and beverages as directed by the Catering Manager in line with pupil requirements and legislation.
- To assist in the service of all food and beverages, and help advise pupils to make healthy choices.

### **Main Duties**

- Prepare the counter areas prior to service and clear down following service.
- To assist in the production of all snacks, meals and beverages to the standard of specification.
- Ensure that strict portion control is maintained.
- Assist in the completion of all plate washing and cleaning tasks / routines.
- Maintain high standards of personal and kitchen hygiene.
- Attend training sessions as and when required.
- Maintain good communication links and working relationship with all staff.
- Assist in pro-actively promoting and marketing meal uptake through preparation, presentation and service of all foods to the highest standard.
- To ensure appropriate uniform is worn where provided and where applicable.
- To act in compliance with data protection principles in respecting the privacy of personal information held by the school.

### **Professional Values and Practices**

The post holder must:

- Promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
- Act in compliance with data protection principles in respecting the privacy of personal information held by Balmoral Learning Trust.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Balmoral Learning Trust's records and information.
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.
- Comply with Balmoral Learning Trust's Health and safety rules and regulations and with Health and Safety legislation.
- In addition, the post holder will be required to undertake other reasonable duties within the level of the post as requested.

This job description will be the subject of an annual review, and any part of it may be amended as a result of such a review, or at any time following consultation with the post holder.