

## JOB DESCRIPTION



<b>Post:</b>	General Assistant (Canteen)
<b>Reports to:</b>	Catering Managers
<b>Salary:</b>	Full-Time Equivalent Salary: £22,837, Pro Rata (Actual Salary): £15,110
<b>Hours:</b>	27.5 hours per week, term time only

To provide support to the Catering Manager with the preparation, serving of food and general kitchen duties within the school kitchen.

### Key Responsibilities

- To assist with the basic preparation and cooking of food and refreshments.
- To assist with the care, cleaning and maintenance cleaning of all equipment in use in the kitchen and canteen as required.
- To ensure that all work is carried out to the standard required by the Catering Manager.
- To serve meals and refreshments in line with school requirements.
- To assist the Catering Manager and colleagues with school hospitality functions/promotional events as required.
- To assist with the washing up of all kitchen items.
- To assist with the general daily cleaning of the kitchen and associated areas.
- To complete any necessary associated documentation required relating to the provision of meals (e.g., recording food temperatures, cleaning schedules).
- To prepare and clear the dining facilities as instructed by the Catering Manager in line with pre-agreed seating/serving plans.
- To maintain the agreed standard of dress / uniform and appearance.
- To comply and promote the policies and procedures of the school at all times.
- Develop and maintain effective communication and relationships with all staff and students.
- To work in a safe manner at all times having due regard for others and food safety and health and safety legislation.
- To attend and undertake training courses as required or deemed necessary.
- Any other duties and responsibilities within the range of the salary grade.

Bishop Challoner Catholic College is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures.