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**JOB DESCRIPTION**

**CATERING ASSISTANT**

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

* The preparation and presentation of food and basic cooking.
* Serving of food, operating the cashless 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, loading plates and meals, as necessary. Ensuring sufficient supplies throughout the service period.
* Ensure all regulations regarding hygiene, safety and cleanliness are complied with and the highest standards of hygiene, cleanliness and appearance is maintained.
* Ensure duties are undertaken in accordance with the work schedule, customer requirements and as directed.
* To ensure counters and chill cabinets are left as clean as is reasonably practicable and adequately stocked.
* Undertake all aspects in cleaning equipment (light and heavy), walls, floors, fixtures and fittings, pots, pans, cutlery, crockery, glassware, etc.
* Check menu daily and notify any insufficiencies to Catering Manager/Assistant Chef.
* To report immediately to the Catering Manager/Assistant Chef any unsafe procedures, working practices, unfit food or other irregularities and unsafe machinery, including any dangerous occurrences, near misses and accidents.
* To assist in the preparation of hospitalities and any special functions which may occur outside normal working hours.
* Report all customer comments and take remedial action where possible.
* To comply with all Academy and site rules, regulations, procedures and policies.
* Undertake all on site and off site training required for this role.
* Any other duties as reasonably required by the Principal.

The Emmanuel Schools Foundation is committed to safeguarding of children and all staff are expected to ensure that Trinity Academy is a safe and secure environment for our students.

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