



Devonport High School For Boys

Job Specification

Catering Assistant – 20 Hours per week

Salary / Grade: Grade A. £9.50/hour.

Working Hours: 20 hours per week over 38 weeks per year – 760 hours per annum. Start/finish times will be within the hours of 10:00 – 15:00 Monday – Friday, term time only.

Key Purpose

You will help produce the food, serve customers and ensure high standards in food presentation and unit cleanliness under the direction of the Chef Manager.

Key Duties

Operational

- * Undertake food preparation activities as directed by the Chef Manager/Deputy Catering Manager/Chef.
- * Partake in food service.
- * Operate payment tills.
- * Undertaking cleaning and washing up duties.

Maintenance of Hygiene

- * Comply with appropriate Health and Safety Legislation.

Resources

- * Ensure the cleanliness of the kitchen, its equipment and surrounds.
- * Refill and replace consumables.
- * Ensure security of the school kitchen including freezers, stock cupboards etc.
- * Ensure lights and other equipment are switched off as appropriate.
- * Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with domestic and catering standards.
- * Ensure compliance with all health and safety policies and procedures.
- * Comply with current Food Safety legislation.

General Responsibilities

- * Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- * Contribute to the overall ethos/work/aims of the school.
- * Attend relevant meetings as required.
- * Participate in training and other learning activities and performance development as required.
- * Comply with health and safety policies and procedures at all times.
- * Treat all users of the school with courtesy and consideration.
- * Present a positive personal image, contributing to a welcoming school environment which promotes and develops the catering service.
- * Fulfil any other reasonable request from the Chef Manager / Senior Management.

Essential Person Specification

Food Hygiene certificate (*we can support you to gain this if you don't already have it*).