

## Stormont School Job Description

**Job title:**

Catering Assistant

**Responsible to:**

Chef Manager

**Hours of work and remuneration:**

The core working hours are 11.30 – 14.00 during term-time, with 1 additional day before the start and 1 day after the end of each term. Annual leave is in line with the statutory holiday entitlement and this is taken during school holiday periods. An annual salary is payable based on a rate of £9.00 per hour.

**PURPOSE OF ROLE**

To assist in the preparation and serving of meals, as well as clearing away afterwards, for the pupils and staff at the School.

**Food preparation**

- Assist in the preparation and presentation of food.
- Prepare all food items within agreed cooking methods, food safety standards and portion controls.
- Ensure the food safety of pupils with particular and special diets.

**Health and safety**

- Ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy.
- Maintain highest levels of cleanliness and hygiene within the kitchen area, and ensure that the cleaning schedule is completed on a daily basis.
- Carry out a deep clean as directed by the Chef Manager.
- Ensure compliance with the School's Health & Safety policy, COSHH regulations and all statutory health and safety requirements, and ensure that these are observed by all members of staff and visitors.
- Report immediately any machinery faults to the Chef Manager.
- Co-operate with the employer on all issues relating to health, safety and welfare.
- Maintain a high standard of personal cleanliness and hygiene.

**Food Service**

- Serve staff, pupils and visitors at service time to the required standard and promote a warm, friendly atmosphere.
- Supervise and look after pupils in the dining hall ensuring good order and discipline in accordance with School policies.

**General**

- Assist with the preparation and setting out of tables, crockery and cutlery to include cleaning of surfaces and so on where necessary.
- Assist with the clearing away of food and equipment after the service is finished.
- Undertake cleaning of equipment and utensils to include using the dishwasher.
- Assist in the production and service at special functions where possible.
- Attend meetings and training courses as may be required for personal and professional development.
- Undertake such other work as may be requested by the Chef Manager up to or at a level consistent with the principal duties and responsibilities of the role.