



Post Title	Catering Assistant
Working Time	Part Time, 12.5 hours per week, 11.30 am to 2.00 pm, Term Time Only, 39 weeks including 5 INSET days
Salary/Grade	Grade 1: (Points 2-3)
Line Manager	Catering Manager
DBS Disclosure Level	Enhanced with Children's Barred Checklist
Main Purpose	
To assist in all aspects of meal preparation and delivery, and cleaning of area and equipment post delivery	
Operational Strategic Planning	
<ul style="list-style-type: none"> To abide by School Policies, Procedures, and current Government Legislation To maintain confidentiality of information obtained at work To show due regard to the Health and Safety of yourself, colleagues and customers To work to the specified standards for good customer care To carry out the service of meals for and to students, staff and guests To carry out general cleaning duties associated with the Catering Department including cleaning the Dining Rooms, Kitchen and associated areas, cleaning equipment in the Department, etc To cover for colleagues' work when directed or through your own initiative where appropriate To report of faults, defects or problems associated with the work area to the appropriate person To report unsafe practices or methods of work or breaches of Health and Safety rules to the Catering Manager or appropriate person To work reasonable additional hours when necessary, by prior agreement, unless in the event of an emergency To undertake any training that has been identified as being required for the undertaking of your duties 	
Management Information	
<ul style="list-style-type: none"> To attend meetings and training as directed by the Catering Manager 	
Communications	
<ul style="list-style-type: none"> To ensure that any issues relating to Catering are relayed to the Catering Manager, or in her absence the designated appropriate person, on a daily basis 	
Marketing and Liaison	
<ul style="list-style-type: none"> To make sure at all times that the Dining areas are clean and hazard free 	
Pastoral System	
<ul style="list-style-type: none"> To comply with the school's Safeguarding procedures and to undertake the relevant courses as necessary 	
Quality Assurance	
<ul style="list-style-type: none"> To help implement the school procedures and Best Value principles To maintain appropriate records as required by the Catering Manager To implement and to assist in the improvement and modification of the Catering systems 	



St. Julie's Catholic High School

JOB DESCRIPTION – CATERING ASSISTANT

- To play a full part in the life of the school supporting our mission statement and encourage staff and students to support this ethos.

Professional Development

- To continue Professional Development as agreed with Line Manager
- To engage in the Performance Review process

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed (post holder):	Signed (Headteacher):
Date:	Date:

'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers and visitors to share this commitment' .

While every effort has been made to explain the main duties and responsibility of the post, each individual tasks may not be identified.

Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level or grade that is not specified in the Job Description.

Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors.

Employees are expected to have a consistently clean, tidy and orderly appearance.

Employees are expected to possess a reasonable level of fitness suitable for the work required.

The school will endeavour to make every reasonable adjustment to the job and the working environment to enable access to employment appointments for disabled job applicants and continued employment for any employee who develops a disabling condition.