

JOB DESCRIPTION

Wheatfields primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE: Catering Assistant

Pay scale 1C

RESPONSIBLE TO: The Catering Manager/Headteacher

PURPOSE OF THE JOB: To assist the catering manager and catering staff with the daily catering service

ROLES AND RESPONSIBILITIES

Main objectives

To set up tables and chairs in the school hall in preparation for school meals service

To serve meals

To clear away tables and chairs after meal service

To sweep and clean the dining room floor as necessary

To help with the clearing up, washing up and cleaning of the kitchen after meal service

To work co-operatively with other catering staff

To attend training in respect of hygiene, health and safety and safeguarding regulations

To assist with other duties as required by the Catering manager/Headteacher

Operational arrangements

The hours are 7.5 each week (12pm to 1.30pm) during term time every day Monday to Friday.

There will be one cleaning day each term (3 days per year) – 1 day each during the Christmas, Easter and Summer closure.

The hours worked are for term time only plus the cleaning days and include holiday entitlement.

Protective clothing and a daily meal are provided.

The appointment is subject to satisfactory medical fitness, good references, qualifications and a DBS check.