



# All Hallows Catholic School

[www.allhallows.net](http://www.allhallows.net)

## CATERING ASSISTANT Start Date ASAP

All Hallows is looking for a positive individual to join our busy and dynamic catering team. Hours are 10.00am to 2.30pm, Monday to Friday, term-time only.

Actual salary £12,216 (FTE £23,849), with competitive pension scheme.

Email your CV or a letter of application to Zoe Rees, Catering Manager at [z.rees@allhallows.net](mailto:z.rees@allhallows.net) or call 01252 319211 and ask to speak to Zoe if you would like more information.

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## JOB DESCRIPTION: CATERING ASSISTANT

### JOB PURPOSE

To assist with the preparation, cooking and serving of meals in the All Hallows catering facilities.

### RELATIONSHIPS

The post holder is responsible to the Catering Manager and to the Headteacher.

*All staff of All Hallows Catholic School should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.*

### RESPONSIBILITIES & KEY TASKS

It is expected that the Catering Assistant will carry out the following;

#### Food Preparation

- Assist in the preparation and presentation of food.
- Prepare all food items within agreed cooking methods and portion controls.
- Implement and maintain food standards in line with Food Standards Agency guidelines, and work with the Catering Manager to make improvements where possible.

#### 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 Catering Manager.

- Ensure compliance with the All Hallows Catholic School 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 Catering Manager.
- Co-operate with the employer on all issues relating to health, safety and welfare.
- Maintain a high standard of personal cleanliness and hygiene, and adhere to the agreement to report infections (signed copy of the agreement to be held on employee's file).

### **Food Service**

- Serve students, staff and visitors at service time to the required standard and promote a warm, friendly atmosphere.
- Supervise and look after students in the catering facility, ensuring good order and discipline in accordance with All Hallows Catholic School standards.

### **General**

- Assist in the production and service of special functions, as required.
- Attend meetings and training courses as may be required for personal and professional development.
- Undertake such other work as may be requested by the Catering Manager up to or at a level consistent with the principal duties and responsibilities of the role.

### **OTHER DUTIES**

Such other duties as may be reasonably allocated within the purview of the post by the Headteacher.

### **FLEXIBLE WORKING**

The post-holder is expected to provide support and help in providing cover in the event of the absence of another team member.

### **HEALTH AND SAFETY:**

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

*All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook. All employees are also required to sign a confidentiality agreement concerning any personal information they may obtain about any member of our community in the course of their duties.*

### **GENERAL**

This job description is not necessarily a comprehensive description of the post. It may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in any School Performance Management or Appraisal programme for support staff and to participate in appropriate staff training and development activities.

### **NOTE**

In the event of any disagreement concerning this job description, the matter should be raised with the Senior Management of the school.

Contracts and Administration are organised through the Finance Office.