



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Catering Assistant</b>
<b>PLACE OF WORK:</b>	West Kirby Primary School
<b>REPORTING TO:</b>	Catering Manager
<b>RESPONSIBLE FOR:</b>	All service areas, wash up, food preparation & food service
<b>SCOPE &amp; GENERAL:</b>	To assist the smooth and efficient running of the catering operation

## **DUTIES**

1. Undertake any general food preparation duties as dictated by menu structure and as requested by the Catering Manager.
2. Daily cleaning of the Dining Hall floors, chairs, tables and service areas.
3. Setting up of the Dining Hall and serveries in readiness for Lunch.
4. Merchandising of service areas.
5. Operate dishwasher to clean all dishes, cutlery, cups, and plates.
6. Cleaning of pans and all kitchen utensils/equipment.
7. Operate waste disposal and clean thoroughly at the end of shift.
8. Serve on counter, promoting main meals and all products in a polite, friendly and courteous manner and keep counters clean during service.
9. To assist in maintaining the Legal and School's standards of hygiene and safety and take any action as is necessary.
10. Attend all meetings and training courses as required.
11. Maintain high standards of personal hygiene, reporting any stomach disorders or infections of self or close family to cook in charge.
12. Ensure hygiene and safety standards are maintained in all work areas to the Legal and School's standards of hygiene and safety and take any action as is necessary.
13. Ensure personal appearance is well groomed at all times.
14. To attend to any reasonable request made by the Headteacher or Line Manager.