

CATERING ASSISTANT

JOB DESCRIPTION

Responsible to the Catering Manager. The hours of work to be decided.

Responsible for the service areas, wash-up area, food preparation, (cash till operation – where specified)

To assist in the smooth and efficient running of the catering department.

* Undertake any general food preparation duties as dictated by menu structure and as requested by the catering manager and/or supervisor.
* Daily cleaning of dining room floors, chairs, tables and service areas.
* Setting up of dining room and serveries in readiness for lunch.
* To serve on the counters at break and lunch times as required.
* To encourage and support the children in making a healthy balanced choice for their meals
* Merchandising of service areas.
* Operate dishwasher to clean all dishes, cutlery, cups, and trays.
* Cleaning of pans and all kitchen utensils/equipment.
* Operate waste disposal and clean thoroughly at the end of shift.
* Operate till during service times (when specified).
* Serve on counter, promoting main meals and all products in a polite, friendly and courteous manner and keep counters clean during service.
* To assist in maintaining the Legal and School’s standards of hygiene and safety and take any action as is necessary.
* Attend all meetings and training courses as required.
* Maintain high standards of personal hygiene, reporting any stomach disorders or infections of self or close family to Catering Manager.
* Ensure hygiene and safety standards are maintained in all work areas.
* Ensure personal appearance is well groomed at all times.
* Any other duties as directed by the Headmistress, Director of Business and Catering manager.