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| **St Michael’s Catholic Grammar School** | |  |
| *“Love one another, as I have loved you”*  **Job Description** | |
| **Role** | **Canteen Assistant** | | |
| **Hours and weeks** | 39 weeks per year.  11 hours per week.  Regular hours will be 12:30pm to 2:30pm each day with one extra hour worked in negotiation with Canteen Supervisor.  Occasionally hours will vary in accordance with the needs of the school. | | |
| **FTE salary range** | Unified Rewards Grade A | | |
| **Pro rata salary range** |  | | |
| **Reports to** | Canteen Supervisor or Assistant Canteen Supervisor | | |
| **Supervising duties** | None | | |

**PURPOSE OF ROLE**

To assist in the preparation, cooking and serving of meals within the School dining hall.

**DUTIES**

**Food preparation**

1. Assist in the preparation and presentation of food.

2. Prepare all food items within agreed cooking methods and portion controls.

3. Implement and maintain the School’s food standards, and work with the Canteen Supervisor and Assistant Canteen Supervisor to improve where possible.

4. Ensure the food safety of pupils with particular and special diets.

**Health and safety**

1. Ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy.

2. Maintain highest levels of cleanliness and hygiene within the kitchen area, and ensure that the cleaning schedule is completed on a daily basis.

3. Carry out a deep clean as directed by the Canteen Supervisor

4. Ensure compliance with the School’s 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.

5. Report immediately any machinery faults to the Catering Manager.

6. Co-operate with the employer on all issues relating to health, safety and welfare.

7. Maintain a high standard of personal cleanliness and hygiene

**Food Service**

1. Serve staff, pupils and visitors at service time to the required standard and promote a warm, friendly atmosphere.

2. Supervise and look after pupils in the dining hall ensuring good order and discipline in accordance with School policies.

3. To efficiently operate tills and the Cashless Catering system.

**General**

1. Assist in the production and service of special functions, as required.

2. Attend meetings and training courses as may be required for personal and professional development.

3. 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.

4. Ensure that the school’s Safeguarding Policy is adhered to.