The Priory School

JOB DESCRIPTION

Catering Assistant
H2 Term Time Only
09:00 – 13:30

The postholder is required to perform the duties below. S/he will be responsible to the Headteacher and will demonstrate a genuine commitment to our equal opportunities policy and the safety and well being of all students.

This job description will be reviewed annually and will form the basis of the Performance Management Review procedure. Any issues relating to the review of this job description should be brought to the Headteacher's notice by the postholder through the senior line manager. The postholder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

The core purpose of this role is:

The core purpose of this role is to provide effective support to the Café Manager and Assistant Café Manager through the ability to prepare food to a high standard, serve food to staff and students and to take payments where appropriate.

1. Main areas of responsibility

1.1 To help prepare and cook high quality meals for students and staff.

1.2 To maintain high standards of food hygiene in the kitchen in accordance with domestic and catering standards and adhere to the requirements of Level 2 award in Food safety and Hygiene at all times.

1.4 To ensure supplies are stored in accordance with domestic and catering standards.

1.5 To support the cleanliness and hygiene standards within the café and seating area through

1.6 To maintain daily contact with staff and pupils at the school to ensure a quality service is maintained.

AF – 24/11/2009
15/10/2012

THE PRIORY SCHOOL

Catering Assistant

Person Specification

1. Knowledge of health and safety and good hygiene practice in the kitchen through the holding of a current Level 2 award in Food safety and Hygiene.

2. Reliability

3. Personal Cleanliness

4. Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines

5. Awareness and acceptance of the school's equal opportunities policy

6. Communicate effectively with both staff and students

7. Work flexibly and share in workloads, particularly during periods of pressure

8. Accept the need for continuing professional development

9. Be able to carry out all duties to a very high standard

AF – November 2009
AF – October 2012