Regents Park Community Primary School

Job Description – Catering General Assistant

Responsible to: Catering Manager, Headteacher, School Business Manager and the Governing Body

Main purpose of the post:

- Assisting with the preparation and service of food and the cleaning of premises and equipment.

Main responsibilities:

- Basic food preparation, cooking vegetables and preparation of salads.
- Serving food in an efficient, friendly manner.
- Washing up kitchen equipment and tableware.
- Setting out and putting away dining furniture.
- Cleaning dining area and kitchen premises.
- Cleaning kitchen equipment.
- Cleaning outside kitchen area, including drains and dustbin area.

Other:

- Carry out any other duties as directed by Catering Manager
- Raise all concerns regarding the behaviour, progress or welfare/child protection of any pupil with the appropriately identified person
- Be responsible for promoting and safeguarding the welfare of children and young people within the school

Team working and collaboration:

- Participate in any relevant meetings/professional development opportunities at the school or as directed by the Catering manager, which relate to service, the pupils or organisation of the school
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Cover for absent colleagues as requested

Note:
This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Job description issued on: ..............................................................

Signature of Headteacher: .............................................................

Copy received by: .................................................................

Date: .................................................................