

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	General Catering Assistant
<b>PLACE OF WORK:</b>	Overchurch Infant School
<b>REPORTING TO:</b>	Catering Manager
<b>RESPONSIBLE FOR:</b>	All service areas, wash up, roll/sandwich/food preparation, (cash till operation - where specified)
<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 and/or supervisor.
2. Daily cleaning of kitchen, service areas, restaurant floors, chairs and tables.
3. Setting up of restaurant and serveries in readiness for Lunch.
4. To display and practice a friendly and supportive interaction with customers at all times during service in order to deliver a children focused lunchtime - for every child.
5. Merchandising of service areas.
6. Operate dishwasher to clean all dishes, cutlery, cups, and trays to a hygienically clean standard – required standard.
7. Cleaning of pans and all kitchen utensils/equipment to a hygienically clean standard – required standard.
8. Operate waste disposal and clean thoroughly at the end of shift.
9. Operate till during service times. (when specified)
10. Serve on counter, promoting main meals and all products in a polite, friendly and courteous manner and keep counters clean during service.

11. To assist in maintaining the Legal and School's standards of hygiene and safety and take any action as is necessary.
12. Attend all meetings and training courses as required.
13. Maintain high standards of personal hygiene, reporting any stomach disorders or infections of self or close family to Catering Manager.
14. 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.
15. Ensure personal appearance is well groomed at all times.
16. To attend to any reasonable request made by the Headteacher or line Manager.

Issued By: ..... Date: .....

Read and Understood: ..... Date: .....