

# LINDEN LODGE SCHOOL

## Job Description

**Job Title: Catering Assistant**  
**Accountable to: Catering Manager**  
**Grade: Scale 1C, Point 2**

### CONTEXT

To assist the Manager of Catering with the smooth running of the Kitchen on a day to day basis.

To prepare and serve food to students and residential, catering for staff INSETS and functions as required.

The catering team are expected to;

- Provide quality, balanced and wholesome meals to the whole school community.
- Provide outstanding service to students, staff and visitors.
- Provide and maintain a high standard of food hygiene.
- Provide and promote a positive and friendly atmosphere in the kitchen and dining areas.

### Kitchen Duties

- To follow the Kitchen rota as set out by the Manager of Catering and assist in the preparation of food stuffs including (but not limited to) salads, vegetables, fruit, sandwiches, blended food, puddings and main meals
- Any cooking/food preparation as required by the Manager of Catering for students/teachers/functions/residential
- Serving food to students and staff at various points in the Academy as directed by the Manager of Catering in line with relevant guidelines and training.
- Ensuring that Trust and Statutory regulations, regarding hygiene, safety and cleanliness, are complied with in all tasks at all times.
- The re-stocking and assistance with deliveries of stock, including the rotation of stock when necessary.
- To undertake all aspects of cleaning equipment (light and heavy), walls (up to head height) floors, fixtures and fittings, cooking utensils, cutlery etc. as directed and to the required standards set out in statutory and academy guidelines.
- During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.
- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.

- Preparation of, including cleaning of, the dining area prior to service times.
- Cleaning the Kitchen area including washing up, including weekly over cleaning and wiping of the fridges as required by the catering manager.
- Record and monitor food and fridge temperatures as per statutory and trust standards.
- Transport food or beverages safely to any building on site.
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible

### **General Duties**

- Assisting with INSET and planning and preparation day catering.
- Comply with all relevant Health and Safety regulations including appropriate manual handling of trolleys and appropriate disposal of waste.
- Attend any relevant training as required by the Manager of Catering, including the relevant food hygiene certificate.
- To report any customer comments or complaints and take any necessary remedial action if appropriate
- Undertake any other duties assigned by Co-Headteacher/Line Manager commensurate with the post and grade.

<p><i>Safeguarding</i></p>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<p><i>Leadership</i></p>	<p>To work under overall supervision of the Headteacher</p>
<p><i>CPD</i></p>	<p>Commitment to own continued professional development and to undertake mandatory training as required</p>
	<p>Participate in the School's Self Review of performance</p>

<i>Service and Self Review</i>	Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
<b>GENERAL DETAILS</b>	
<b>REVIEW</b>	
<p>This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.</p>	