



KING WILLIAM'S COLLEGE



THE BUCHAN SCHOOL

## Job Description

<b>Job Holder</b>	
<b>Job Title</b>	<b>Catering Assistant</b>
<b>Reports To</b>	<b>Head Chef</b>
<b>Job Purpose</b>	

King William's College (the "School") is committed to safeguarding and promoting the welfare of children. All posts in King William's College, The Buchan School and Buchan Nursery are subject to normal statutory checks.

The role encompasses all aspects of the School's catering service including dining room prep for breaks, lunches and, where necessary, evening meals. It may be based either at King William's College or The Buchan School.

The post holder may, on occasion, be required to supervise the function or work autonomously without supervision.

The required training and PPE will be provided and the post holder may be able to benefit from future development within the catering department as the opportunity arises.

## Accountability

The catering assistant is accountable to the Head Chef but will work as part of a wider team. They will be expected to be punctual, polite and arrive for their shift in a suitable state i.e. clean and tidy uniform.

Included in induction training will be safeguarding, fire safety, food hygiene and manual hygiene. Other training may also be undertaken. Each employee of the School is responsible for their health & safety as well as that of their colleagues, pupils and visitors to the School.

Allergen awareness is essential.

## Specific Responsibilities

The following responsibilities are representative of all the tasks within the role. Generally, a single shift will require some but perhaps not all of these tasks.

- Prepare the dining room for break, lunch and any other meal / function as required on the day.
- Ensure the servery hot plates are ready when needed i.e. turned on and warm.
- Serve food to pupils, staff and visitors adhering to appropriate portion guidelines.
- Operate dishwashers ensuring dishwasher functions are completed satisfactorily including in the servery and the kitchen.
- Ensure cleanliness and tidiness of all areas within the catering service including dining rooms, kitchen, store rooms and fridge / freezers.
- Help prepare food items as requested by the Head Chef. Examples include salad bar, replenish fruit baskets, vegetable preparation and cutting bread.

- Assist with inspection of food for quality and stock levels as well as general maintenance and condition of equipment, raising issues where appropriate.
- Remove and dispose of waste properly and sanitize bins on a regular basis.
- Ensure that correct cleaning products are used as required and that cleaning equipment (including tea towels, mops etc.) are laundered as necessary.
- Ensure lock up conditions are met if last to leave the catering area.

**General Duties**

- This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive.
- The postholder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces within the School.
- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act or other regulation/legislation. Confidentiality must be maintained at all times. Any breach of confidentiality may lead to disciplinary procedures.

**General Responsibilities**

- Comply with, and assist with the development of ISI and School policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Comply with all requirements relating to the school’s Safeguarding Policy, ensuring that all catering staff are also aware of these requirements.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/objectives of the School.
- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the School.
- Lead, attend and participate in regular meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the School, as your employer and you as an employee. In addition to the employer’s overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the School’s Health and Safety policy.

<b>Approved By (Print Name)</b>		
<b>Date Approved</b>		