



Job description

Post: Catering Assistant

On a daily basis responsible to: Cook

Responsible to: Services Manager

Hours of duty: 18.75 hours per week. Most days will be 10.30am – 2.15pm. Term time plus cleaning days and some cover for the nursery during the school holidays. Occasional evening work will be required

Duties and responsibilities

1. To maintain a clean, safe working environment and to assist in the delivery of catering services to pupils, staff and visitors to St. Mary's College. This may include the Preparatory and nursery division. The main duties are cleaning the kitchen, preparation of snacks, salads and sandwiches, serving food.
2. The responsibility for safe and hygienic practices as required by Food Hygiene Regulations. To ensure compliance with Health and Safety regulations.
3. To be responsible for the care and safe use of equipment.
4. Reasonable duties as required.

Skills required

1. The ability to communicate effectively with people at all levels.
2. Ability to work under pressure.
3. Ability to be flexible and adaptable. A conscientious, can-do working style.
4. The ability to assist with food preparation and cooking during term time and to cook for the nursery during school holidays to cover the cooks leave.

Knowledge required

1. Practical implications of Food and Health & Safety Regulations and Legislation
2. A minimum of Basic Food Hygiene Certificate or willing to train.
3. Experience of large scale catering would be an advantage, preferably in an educational environment.

Physical demands

Long periods of standing

Some lifting required while moving deliveries of food and other supplies to their storage site.