



Haslingden High School and Sixth Form

JOB DESCRIPTION

<u>Post Title:</u>	CATERING ASSISTANT
<u>Grade:</u>	1
<u>Hours:</u>	30 hours between 7.30 am – 3.30 pm (Monday – Friday) Term-time only + 3 Inset days
<u>Line Manager:</u>	Catering Manager

Scope of the post:

To be part of the catering team, assisting in the preparation of food and drink prior to break and lunchtimes, ensuring the provision of an effective and efficient catering service for the school.

Tasks

All catering assistants at Haslingden High School will be required to:

- Prepare, deliver and serve food and drink before, during and after breaks and lunchtimes
- Prepare ingredients, lay tables, set up and clear service and dining areas as required
- General cleaning and washing-up duties
- Assist with the storage of deliveries
- Operate a till, cashless catering system, cash register or other point of sales device
- Be aware of Health and Safety at all times and to inform the catering manager of any defects in equipment
- Maintain high standards of hygiene and wear appropriate uniform / clothing as provided or required
- Assist in the management of the canteen in a safe and hygienic manner, ensuring all reasonable precautions are taken, and all due diligence is exercised
- Undertake required training required and participate in arrangements for professional self-development
- To participate in meetings with colleagues appropriate to duties and as required
- Undertake any other such duties as may be required commensurate with the grading of the post

The details contained within this job description reflect the content of the job at the date it was prepared. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the governors of Haslingden High School will expect to revise the job description from time to time and will consult post-holders at the appropriate time.

Equal Opportunities

Haslingden High School is committed to achieving equal opportunities in the way it delivers services to the community and in its employment arrangements. It expects all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

Haslingden High School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.