

## JOB DESCRIPTION

POST: Catering Assistant

SCALE: APT&C Scale 1 16.25 hours per week (10:45 – 14:30) term time, plus 5 days

### **Main Duties and Responsibilities:**

- 1) To assist with the preparation of food.
- 2) To assist with serving meals and collecting used crockery and cutlery at the end of the lunch period.
- 3) To assist with the daily preparation of the dining room and counter.
- 4) To undertake cleaning duties in the kitchen and dining areas, including the washing of kitchen utensils, crockery, cutlery etc.
- 5) To store goods delivered.
- 6) To assist with the operation of cash tills/cashless tills where appropriate
- 7) To assist with the preparation of buffets and working lunches
- 8) To be able to provide cover for the trolley service.
- 9) To undertake such other duties related to the work of the department, appropriate to the post, as may be assigned.
- 10) The post-holder will have opportunity to assist with the preparation of food for special functions, such as meetings, events, parties etc., as required.
- 11) The post-holder will be allotted a time scale in which these duties must be performed.
- 12) To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.