



CEDAR INTEGRATED PRIMARY SCHOOL & NURSERY UNIT

JOB DESCRIPTION

CATERING ASSISTANT

GRADE: Scale 1 - 2 (£9.2502 - £9.4351)

HOURS: 2hrs + overtime per day (5 days a week)
A retainer fee is paid over the holiday periods.

RESPONSIBLE TO: Principal

1. Job Purpose

To participate in the daily operation of the Catering Unit under the direction of the Principal.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction.

2. Duties and Responsibilities

- 2.1 Organisation and control of food service points.
- 2.2 The transferring and serving of meals and snacks including transported meals.
- 2.3 Assisting with the promotion of meals to pupils, parents and Principal.
- 2.4 Maintain regular contact with the central kitchen, if applicable, with regard to all aspects of service delivery.
- 2.5 The preparation of the dining area:
 - (a) The setting out of dining room tables, chairs, benches and serving points as required by the meals service.
 - (b) The setting of tables, laying out of cutlery, water jugs, etc.

- 2.6 General kitchen and dining room duties including washing up, clearing away equipment including tables, chairs and benches. The cleaning of the kitchen/server, dining room and equipment including floors and walls.
- 2.7 Recording of temperatures for control purposes as required.
- 2.8 Securing of premises as required.
- 2.9 Duties as delegated in connection with service provision.

3. General Conditions.

- 3.1 All duties must be carried out to comply with:
 - (a) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
 - (b) Codes of Practice.
- 3.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 3.3 All necessary administration must be completed.
- 3.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

Note:

Where part of the school premises are used for the dual purpose of consumption of food and educational purposes, supervisory staff are responsible for the cleaning of the tables.