

CHEW VALLEY SCHOOL
CHEW MAGNA, NR BRISTOL



Catering Assistant

10 hours per week

**B&NES Grade R, £12,787 pro rata per annum (pay award pending)
(£2,923 actual)**

Catering Assistant

JOB PURPOSE:

To assist in the kitchen and dining area as required in the preparation of meals, food service, cashier, dish and utensil washing, general cleaning and other tasks associated with catering.

To supervise students in the Dining Areas at lunchtimes.

MAIN DUTIES & RESPONSIBILITIES:

- To assist in the preparation of vegetables including freeze-dried, frozen and dehydrated products.
- To assist in the preparation of simple sauces, biscuits and pre-mixes according to requirements.
- To assist in the kitchen with simple frying, boiling, steaming, etc. of vegetables and preparation of salads and sandwiches when required.
- To operate kitchen machinery such as mixers, slicers, dishwashers, steriliser, etc. as required.
- To assist with the setting up of the service counter, service of the food according to type of service used and clearing of service area.
- To set up the cash register at the cashier point with the float issued by the Catering Manager and to display any goods FOR SALE at the cashier's desk.
- To assist with the putting out of tables and chairs in the Dining Hall/Snack Bar from 12.25pm ready for the start of lunch at 12.45pm.
- To supervise the entry of students to the Dining Hall/Snack Bar and the queue to the serving areas.
- To supervise the Dining Hall/Snack Bar
- To supervise the return of trays, etc.
- To wipe down tables and clear up any spillages
- To sweep the floor at the end of the session, return used crockery, etc., to the kitchen

- To assist with the return of tables and chairs in the Dining Hall/Snack Bar from 1.40pm until 1.55pm.
- To receive cash from customers, and enter it into the cash register efficiently so as to enable quick customer throughput.
- To record all authorised free meals customers.
- To add up the cash at the end of service and pass it to the Catering Manager with the completed cash slip.
- To be responsible for replacing the cash register at the end of the service and ensuring that it is re-charged overnight.
- To assist in the setting up of dining furniture and preparing room for dining and the clearing and dismantling of these.
- To wash crockery, cutlery, cooking and serving utensils and kitchen machinery.
- To clean floors, walls and equipment in the kitchen and dining area, including cooking equipment as required.
- To assist in the in-depth cleaning of the kitchen and kitchen equipment on cleaning days using the specialised cleaning method and products developed for this task.
- To undertake any other relevant duties as required at the discretion of their line manager or other designated supervisor as appropriate to the grade of the post.

GENERAL RESPONSIBILITIES

- To work as part of a team within the catering area.
- To assist in the supervision of students within the dining areas.

QUALIFICATIONS & EXPERIENCE

Good general education and be confident in cash handling.

The post holder will have frequent contact with pupils, teachers and support staff within the school and should be able to demonstrate confidence when working with these groups.

The post holder must be courteous and polite at all times.

Good communication skills and experience of working in a team environment is essential.

If unqualified, a willingness to undertake a recognised qualification in Basic Food and Personal Hygiene.

To undertake training on both formal courses and on job, with a view to developing high catering skills so other catering duties can be carried out if required.

JOB DIMENSIONS

The post holder will primarily be working within the catering areas as a member of a team.

Supervision will be received from the Catering Manager.

GENERAL/SPECIAL CONDITIONS

The school will supply the post holder with a uniform/protective clothing, which must be worn during normal working hours. It will be their responsibility to ensure the uniform is both clean and tidy and presentable for normal working. Protective head gear need only be worn if working in the kitchen area.

The post holder will be required to work term-time only plus all inset days and attend four cleaning days during school closure time.

The post will be subject to requirements of the Rehabilitation of Offenders Act 1974, and as it includes access to children, an enhanced CRB check is required.

Supervision will be received from the Catering Manager.

APPLICATION PROCEDURE

Completed applications to be returned to the Headteacher by Monday 22nd March 2010 please. Thank you for the interest that you have shown in this post.

Mark Mallett
Headteacher
March 2010