

Job Description

Position Title	Catering Assistant		
Employer	Chulmleigh Academy Trust		
Main Location	Chulmleigh Community College		
Reporting to	Operations & Compliance Manager and Kitchen Manager		
Position Number(s)	963		
Grade	A		
Effective date of JD	November 2024	JE Job Number	963

Job Purpose including main duties and responsibilities:

To assist in the provision of catering facilities in the Community College

PRINCIPAL ACCOUNTABILITIES:

- 1 Ensuring all aspects of relevant legislation are complied with, in relation to Health and Safety at Work Act 1974, the Food Safety Act 1990 and any other associated miscellaneous legislation as amended
- 2 Assist the Kitchen Manager in the preparation, cooking and service of food to customers.
- 3 To help supervise and organise pupils at lunchtimes and break times.
- 4 The operation of the cashless catering system where applicable.
- 5 All kitchen and dining room cleaning duties as per the rota and schedule for the department.
- 6 Support and assist pupils to choose and eat a balanced meal.
- 7 To be involved in the promotion of the service to attract the maximum number of customers
- 8 To assist in the provision of catering for special functions etc outside normal working hours/days as requested.
- 9 To hold keys to the premises if required.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time-to-time duties may be varied which do not change the level of responsibility or the general character of the job.

All catering staff will be expected to adjust their shift patterns to allow for examinations, timetable changes, staffing demands and events within the Trust that necessitate service

times to be altered to suit operational matters. Reasonable notice will be given wherever possible of these events.

LOCATION

The post holder may be required to work at any school which is currently within, or in the future joins, the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

Signatures:

Line Manager.....

Date

Post holder.....

Date