 A Catholic Academy for Arts & Science

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

**JOB DESCRIPTION**

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| **Title of post:** | **Support Staff – Catering Assistant** |
| Purpose: | Assist as directed, with all aspects of the preparation of food and beverages to the standards required by the school. |
| Responsible to: | Catering Manager |
| Liaison with: | Head Teacher, Director of Finance and Catering Manager |
| Working time: | Part time |
| Local Government Banding: | Scale Point 2 |
| Disclosure Level: | Enhanced |
| Main Duties: |  |
| Assist as directed, with all aspects of the preparation of food and beverages to the standards required by the School | * The preparation and simple cooking of food and beverages.
* Serving customers at the counter/hatch or from a trolley or kiosk as required.
* Undertake all aspects of cleaning: equipment (light and heavy), walls (up to 6ft), floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed.
* During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.
* Maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
* Attend training activities and/or meetings as required.
* Occasionally, to assist with special functions at the school which may be outside of normal working hours.
* Report any customer comments, complaints or comments and take any necessary remedial action if appropriate.
* Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
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| Additional Duties: | To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. |
| Other specific duties: | * To support the school in meeting its legal requirements for worship.
* To promote the school’s corporate policies.
* To continue personal development as agreed.
* To actively engage in the staff review and development process.
* To undertake any other duty as specified by the School Pay and Conditions not mentioned in the above.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date written, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:

……………………………………………………….. (Staff Member)

……………………………………………………….. (Line Manager)

