



Corpus Christi Catholic Primary School

Job Description Catering Assistant

1. Job Purpose & Objectives

- The post holder will be responsible for supervising pupils during the lunch break and maintaining a safe, secure, clean and hygienic environment in which to eat food for the children, staff and visitors at all times.
- Within this post you will be expected to work, on occasion, outside of your normal working times for scheduled school events. Your contract also includes working on Staff Training days to assist with cleaning the equipment and tables.

2. Main Duties & Responsibilities

- Operate dishwasher or Wash-up any items used ie glasses/beakers or trays and clean sink.
- Clear up food or drink spillages or sickness as and when they occur.
- Wash/sweep/vacuum floor area and dispose of rubbish.
- Clean kitchen toilet as required.
- If required to complete the cooking process for pre-prepared hot school meals as per provided menus.
- If required to prepare accompaniments to the main school menu which may include steaming pre-prepared vegetables, making fruit salad, preparing sauces and gravy and making bread from a prepared mix.
- Ensure that all food is stored and served at the correct temperature before and during service, using temperature probes as required and record results.
- Set up tables and clean as necessary.
- Ensure drinking water is provided and assist younger children as necessary.
- Clean tables at the end of the lunch period and return all equipment to the designated areas as necessary.
- Ensure pupils do not leave the premises without permission and challenge any unknown persons on site.
- The post holder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

3. Safeguarding

- Everyone who works at Corpus Christi Primary School has the responsibility for promoting the
- Safeguarding and welfare of children.
- To ensure awareness of school policy and procedures re Child Protection.
- To report all causes for concern to the Designated Safeguarding Leads.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.

4. Communication/Contacts

- Line Manager is the School Business Manager.

5. The qualifications and/or training required to undertake the role.

- Food Hygiene Certificate
- First Aid

6. Skills/Abilities/Knowledge

- Ability to carry out general cleaning duties as detailed in the job description
- Is punctual and reliable
- Ability to manage time effectively to complete tasks to a high level
- Ability to prioritise work
- Ability to work with minimum supervision
- Ability to work alone and within a team to achieve specified standards
- Be flexible to changing demands of the post
- Take pride in a job well done
- To undertake any training relevant to your role

To carry out other duties of a similar nature from time to time as may be required by the Senior Leadership Team.

7. Qualities and Attitude

The qualities and attitude the post holder must demonstrate.

- Able to communicate clearly, understand and follow instructions
- Experience of undertaking general Lunchtime duties