North Kesteven Academy

Think Excellence

Job Description

Post Title:	**CATERING ASSISTANT**
To carry out general kitchen duties and assist in cooking and food preparation under the general direction of the Catering Supervisor.	

Responsible to:	Catering Supervisor
Liaising with:	Students, Teaching staff, non-teaching staff, SLT, Governors and other stakeholders.
Working Time:	17.5 hours per week, 39 weeks per year
Disclosure Level:	Enhanced

1.	**Job Purpose:** To support the Academy in the delivery of a professional catering service to students and staff.
2.	**Main duties and responsibilities:** • Assisting in food preparation and general cooking tasks • Preparation of dining area • Assisting in the serving of food • Washing up and general cleaning including deep cleaning of the kitchen areas on occasions • Taking payment for food purchased using the Academy's cashless catering system • Assisting in the supervision of students using the restaurant area • Assisting in the preparation, transporting and service of hospitality requests across the Academy • Assisting in the preparation and delivery of food for events, for example open evenings.
3.	**Management of People** None

4.	**Contacts and relationships** The post holder will have daily contact with the Catering Team, SLT, staff, students, and other stakeholders.
5.	**Decisions, Creativity and Innovation** • The post holder works within clearly defined policies, and procedures, and advice can be sought from line manager. Little scope for discretion. • Impact on the school would be quickly identified and easily remedied
7.	**Work Environment** • The post holder will be required to carry out a number of tasks within a given timescale and will need to prioritise, however, this does not impact on the overall programme of work. • The post holder will need to apply physical effort necessary associated with use of equipment, bending, moving and handling e.g. movement of food, kitchen equipment, general maintenance and cleaning. • Possible exposure to human waste and/or other bodily fluids. Exposure to normal levels of dust found within an Academy environment • The post holder will be expected to be flexible in undertaking duties and responsibilities attached to the post. There will be occasions where, through negotiation, the working day will need to be extended in order to accommodate evening meetings or events.

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties from time-to-time within the general scope of the post. There will be occasions where the working day will need to be extended or evening meetings will need to be attended.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.