

ELSTON HALL LEARNING TRUST

Job Title:	Catering Assistant
Pay Range:	Wolverhampton NJC Grade 2
Responsible for:	
Responsible to:	Head Teacher / Catering Manager

Overall purpose of the role

Working under the direct supervision of the Catering Manager, assisting with the preparation and service of food and the cleaning of premises and equipment.

Specific responsibilities

- Preparing and cooking of vegetables and preparation of salad.
- Assisting cooks with the preparation of main courses, sweets and sauces.
- Serving food in an efficient and friendly manner.
- Washing up kitchen equipment and tableware.
- Cleaning dining area and kitchen premises.
- Cleaning kitchen equipment.
- Cleaning outside kitchen areas.
- Providing tuck for children's break times including toast and fruit.

To undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post.

General

- Contribute to the aims, vision and ethos of the Trust.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
- Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
- To ensure that all responsibilities under the Data Protection Act 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
- Appreciate and support the roles of colleagues and other professionals.

<ul style="list-style-type: none">• Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.
<ul style="list-style-type: none">• To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.
<ul style="list-style-type: none">• To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
<ul style="list-style-type: none">• Dress in a professional and appropriate manner, that will further support the school's policy on uniform
<ul style="list-style-type: none">• Participate in further training and professional development as appropriate.
<ul style="list-style-type: none">• The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.