

TRURO SCHOOL- JOB DESCRIPTION

JOB TITLE:	Catering Assistant - Truro School Prep
GRADE:	AS4
REPORTING TO:	Domestic Services Manager/Head Chef

ROLE OVERVIEW

To work in the catering department and to assist in the day-to-day cleanliness of the kitchen and washing kitchen equipment; e.g. crockery, fryers, ovens, fridges, floors and store rooms.

KEY FUNCTIONS

- To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations.
- To assist with the smooth running of the school kitchen and assist at catering functions.
- To undertake a set daily cleaning schedule, ensuring high standards of cleanliness throughout the catering department.
- To load dishwashers and to wash dishes, cutlery, glasses, serving utensils, containers, pots, pans and other items of catering equipment as necessary.
- To clean, on a daily basis, all catering surfaces and floors to standards laid down by the School as directed on cleaning schedules, to assist in cleaning the kitchen and wash-up areas after breakfast, lunch and dinner periods.
- To assist other kitchen porters/general kitchen assistants with the weekly clean of fryers, windows, stores and any other kitchen equipment as instructed.
- To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- To use cleaning chemicals within COSHH guidelines, along with wearing the relevant personal protective equipment provided by the School for each cleaning job.
- To assist in the checking of food deliveries and assist in storing foods appropriately as directed by the domestic manager/cook in charge.
- To assist with emptying bins, breaking down of boxes etc.
- To undertake other duties appropriate to the grading of the post as and when required.
- To assist with emptying bins and breaking down of boxes etc.
- To support other team members as and when required
- To be aware of and adhere to any applicable rules, regulations or legislation e.g. Health & Safety at Work, Food Hygiene Laws and School Rules.
- To maintain confidentiality of information acquired in the course of undertaking duties for the School
- To undertake any other duties appropriate to the School as and when required.

PERSON SPECIFICATION

- Must be reliable and hardworking
- Good timekeeping standards
- Flexible approach

ADDITIONAL

- Core hours for this post are 12.00 - 3.30 p.m. Monday to Friday (17.5 hours per week) during term-time only. However, flexibility may be required to cover some weekends, bank holiday requirements or Truro School Enterprises functions
- Training to operate equipment will be provided as necessary.
- Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date prepared: Feb 2008

Prepared by: Domestic Services Manager Prep / HR Manager