



GOSDEN HOUSE SCHOOL

Catering Assistant

Salary: S3
Hours: 10:15-2:15, 4 days a week, term-time only (39 weeks)
Contract type: Part time, permanent.
Reporting to: Melanie Day

Main purpose

The core purpose of the School Catering Assistant is to work within a small team in our on-site kitchen, preparing and serving meals promoting our fresh food ethos. You need to be self-motivated and have a can-do attitude. Experience of food preparation would be desirable although training will be given.

Summary

- To actively participate in the daily operation of the kitchen to help set up and serve school lunches under the supervision of the head chef/cook as required.
- To provide an efficient safe working environment adhering to Health & Safety, food hygiene at all times.
- To be flexible and motivated for work and prepared to use initiative work in a fast paced kitchen.
- Experience in a similar role is desirable.

Duties and responsibilities

- Basic food preparation, including preparing fruit and salad items
- Preparing the lunch hall for service
- Assisting with serving children's lunches
- Clearing up of hall after lunch service
- Sweeping, mopping, washing-up, bin emptying and clearing down kitchen after lunch



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- Assisting with temperature recording and completing Health & Safety forms and kitchen records
- Sorting deliveries and putting away food as it arrives
- Assisting with periodical deep cleans including ovens and fridges (these may be carried out on days when pupils are not in school and time is built into the contract to allow for this)
- Willing to undertake simple training including necessary food hygiene certifications and allergy training
- Other duties relating to the running of a school kitchen and lunch service, as required

Occasional paid over-time may be requested.

All Gosden staff are expected to:

- Commit to safeguarding and promoting the welfare of children. All employees have a responsibility to support and contribute to the Academy's responsibility for safeguarding children.
- Work towards and support our vision and the objectives.
- Work within our health and safety policy to ensure a safe working environment for staff, students and visitors;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents and colleagues;
- Adhere to our policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Ensure you have read and understood the latest Keeping children safe in Education guidance.
- Undertake other such reasonable duties as may be required from time to time

This job description covers the key elements of the role however you may be asked to undertake additional responsibilities as directed by the School Business Manager and the school's wider leadership team.