



Job Description

Catering Assistant\Kitchen Porter

Responsible to: The Foundation Bursar through the Catering Manager

Summary of the Role:

To assist in promoting the highest standards of catering and cleanliness within the School.

Main Duties and responsibilities

1. To receive goods inwards, following set guidelines regarding the handling of deliveries, food temperature control and rotation of stock.
2. To assist with the provision of quality meals and beverages at the school's required times and standards, assisting with serving and clearing of all food, beverages and associated utensils as required.
3. To undertake such food preparation tasks (supervised or unsupervised) as required which may include salad preparation and preparing packed meals, complying with current recognised catering standards for all methods of preparation and presentation.
4. To adhere to all Health and Safety and hygiene regulations and guidelines.
5. To maintain very high standards of cleanliness within the kitchen and dining room ensure the high standards of cleanliness and maintenance of crockery, cutlery, glassware and kitchen and dining room equipment is maintained.
6. To ensure that all perishable and non-perishable commodities are stored under the correct conditions.
7. To assist with cleaning operations as required.
8. To provide for and assist with functions as required.
9. To ensure the security of all stock, equipment and utensils.
10. To take all necessary action in immediately dealing with and reporting complaints, accidents, fire, flood, loss, theft, breakages, damage, unfit food or any other irregularities/incidents
11. To complete statutory health and hygiene training and examinations.
12. Any reasonable request made by the Catering Manager or Bursar.
13. To attend training courses and such meetings as required.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



Person Specification

<i>Essential</i>	<i>Desirable</i>
Qualifications	
	<ul style="list-style-type: none">• Minimum 2 GCSEs, Grade C or equivalent• Health & Hygiene Certificate
Experience	
	<ul style="list-style-type: none">• Recent catering work
Skills	
<ul style="list-style-type: none">• Good Interpersonal skills• Ability to work independently and as part of a team• Ability to work accurately with attention to detail	
Personal Attributes	
<ul style="list-style-type: none">• Calm under pressure• Takes pride in their work	
Other Factors	
<ul style="list-style-type: none">• Flexible approach• Willingness to undertake additional training (on occasion outside normal working hours)	