



## Rougemont School

### JOB DESCRIPTION: Catering Assistant

**REPORTING TO:** Catering Manager

**REPORTS:** None

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**PURPOSE OF THE ROLE** To support the Catering Manager to prepare and serve meals and to ensure that the food preparation, cooking and dining areas are clean and that dining areas are welcoming to pupils, staff and visitors

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#### **MAIN DUTIES**

- 1 Support the Catering Manager so that food is prepared and presented in compliance with menus and in accordance with food hygiene standards
- 2 Serve food and take meals to areas as required:
  - Promote the refreshments on offer
  - Ensure pupils with dietary needs are served correctly, by following the procedure for serving pupils
  - Ensure correct portions are given
  - Give particular assistance to nursery and infants pupils and closely supervise them during lunch periods
  - Deal with queries and any complaints in a helpful and polite manner, and promptly refer any issues to the Catering Manager, if necessary
- 3 Health and Safety duties:
  - Observe good personal hygiene at all times to comply with Food Hygiene standards
  - Use all equipment as trained and observe safe practices
  - Clean the kitchen surfaces (including walls and floors) and equipment, following the cleaning schedule, to minimise the risk of accidents and infections
  - Report any accidents promptly to the Catering Manager
  - Report any broken machinery/equipment promptly to the Catering Manager
  - Remove any spillages promptly
  - Dispose of kitchen waste (dry and wet) using the appropriate bins in line with legislation and the Catering Section Policy and Procedures
  - Clean fridges and freezers and ensure they are accessible and food is stored at the correct temperature

- 4 Ensure dining areas are presented to a high standard so that pupils, staff and visitors have a clean, comfortable and welcoming environment
  - Clean and tidy the dining areas, including furniture
  - Erect and dismantle dining furniture, when required
  - Attractively display food products
  - Ensure food products and drinks are correctly priced
  - Ensure all cutlery is clean, correctly sorted and ready to be used
- 5 Ensure that the stock and tills are kept secure, and follow cash handling procedures
- 6 Check food deliveries and put them away promptly, and assist with stock-taking, as required
- 7 Wash up crockery, cutlery and utensils manually and by machine