



# Melbourn Village College

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## Job Description

### Level 1B Catering Assistant

#### Line of responsibility

The Catering Assistant will be directly responsible to the Catering Manager.

#### Job purpose

The Catering Assistant is responsible for:

- Assisting in the provision of an efficient and effective catering service in accordance with healthy eating and DFE guidance.
- Assisting in the preparation, cooking, presentation and serving of meals and snacks.
- Ensuring that food hygiene and health and safety regulations are in place and adhered to, including the completion and recording of necessary checks.

#### Job specification

##### Operational

- Check and put away deliveries as required ensuring food delivered is handled and stored correctly, including the rotation of stock.
- Carry out cleaning and maintenance tasks within catering and dining areas to ensure a clean, safe and workable environment at all times.
- Wash all kitchen utensils and equipment and put them away appropriately.
- Maintain a high standard of food and kitchen hygiene.
- Carry out and record temperature testing as required.
- Report any faults with equipment and appliances to the catering manager.
- Prepare the dining area before and after service, including the moving and/or setting up of furniture, trolleys and equipment.
- Inform the catering manager of stock levels and requirements.
- Assist in the preparation and cooking of food to the highest standard.
- Serve all food and beverages during service times, having due regard at all times to quality control and quantity.
- Provide a good standard of customer service to all users of the catering area.
- Carry out special catering function work as required.

##### Administrative/financial

- Complete administrative duties to the required level of accuracy.
- Operate the tills for food and/or beverages purchased.
- Keep up to date as required with catering, food hygiene and health and safety regulations.
- Attend relevant meetings and training sessions.

#### Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).



The post holder is required to support and encourage the college's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the college's policy in respect of Child Protection matters.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

The post holder will be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff participate in the college's performance management scheme.