**Job Description**

**Post Title: Catering Assistant (Permanent)**

***Key Responsibilities:***

* To assist the Catering Manager with the preparation and cooking of the school meals as required.
* To assist in the general duties involved in the production and service of the school meal.
* Service of meal.
* Washing up of kitchen equipment and washing of kitchen cloths.
* To maintain a good standard of hygiene throughout the kitchen.
* To assist with any extra catering/hospitality required by the school other than the school meal.

***Generic Responsibilities***

* Contribute to and support the school ethos and represent the school in a welcoming and professional manner at all times.
* To comply with the requirements of Safeguarding, Data Protection, Health and Safety, Equal Opportunities, Financial Procedures and other relevant legislations and school policy.
* To be responsible for your own professional development and attend training were required.
* Undertaking any other duties which may reasonably be regarded as within the confines of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.