

HAYDON SCHOOL
JOB DESCRIPTION – CASUAL CATERING ASSISTANT

Post Title		General Catering Assistant - Casual
		Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Reporting to:		Executive Chef
Responsible for:		Catering
Working time:		Ad-Hoc
Salary/Grade:		£8.91 per hour
Disclosure level:		Enhanced
MAIN (CORE) DUTIES:		<ul style="list-style-type: none"> • Serving food from behind the counter ensuring students and staff receive a great level of customer service. • Keeping the serving area replenished with food • Communicating with the chef when more food is needed • Help prepare all meals paying consideration to allergens and dietary requirements • Ensure the general and regular cleanliness and tidiness of the kitchen area, equipment and appliances, reporting any faults/repairs required. • Receive, check and safely store kitchen deliveries • To undertake the preparation of food and beverages served in the canteen and sixth form areas as well for events and internal meetings • To comply with stock control procedures • Ensure all Health and Safety and Environmental Health requirements are adhered to • Cash handling • Preparing food, cleaning, checking stock, accepting deliveries and serving food. • Washing dishes • Basic food preparation such as peeling and chopping • Plating up food, ensuring correct portion control • Maintaining the dining area
Operational/Strategic Planning		n/a
Curriculum Provision:		n/a
Curriculum Development		n/a

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Staffing:		n/a
Staff Development		<ul style="list-style-type: none"> To participate in the training programme run by the school
Recruitment/Deployment of staff		
Quality Assurance:		n/a
Management Information:		n/a
Communications:		n/a
Marketing and Liaison:		n/a
Pastoral system:		n/a
School council:		
Additional Duties:		n/a
<p>You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.</p> <ul style="list-style-type: none"> To promote actively the school's corporate policies To continue personal development as agreed To actively engage in the staff review and development process <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title</p>		

DATE: OCTOBER 2021