

JOB DESCRIPTION

School:	Is this description a generic JD? Yes	
GRADE: G1	JEM Number: 01-189F	Enhanced DBS Required? Yes No
JOB TITLE: Catering Assistant – Primary School		
REPORTS TO: Catering Manager (or other designated person)		
1. PURPOSE OF JOB:	To carry out general kitchen duties and assist in cooking and food preparation under the general direction of the person in charge of the kitchen.	
2. MAIN RESPONSIBILITIES, TASKS & DUTIES		
i.	Assist in food preparation and general cooking tasks.	
ii.	Preparation of dining area, transporting and serving meals.	
iii.	Washing up and general cleaning.	
3. MANAGEMENT OF PEOPLE		
SUPERVISION OF PEOPLE		
4. CREATIVITY AND INNOVATION		
Work is carried out within procedures presenting limited opportunity for creativity only within clearly defined roles.		
5. CONTACTS AND RELATIONSHIPS		
The postholder will have contact with line manager, other employees of the school and pupils; there may be occasional contact with visitors to the school and suppliers.		
6. DECISIONS		
a) Discretion		
Working within clearly defined procedures, generally discretion is made within a range of set alternatives.		
b) Consequences		
Impacts on lunchtime/break activities.		
7. RESOURCES		

	Resources such as crockery, cutlery, general kitchen equipment, responsible for taking care of the general facilities within the kitchen.				
8.	WORK ENVIRONMENT <p>a) Work Demands Work subject to interruption but does not affect the overall completion of the task.</p>				
	<p>b) Physical Demands Preparation of dining area may include moving and handling of tables, chairs etc.</p>				
	<p>c) Working Conditions Working in kitchen area on school premises in well lit and ventilated environment.</p>				
	<p>d) Work Context May be at risk from use of equipment e.g. cleaning chemicals and machinery. The postholder may have limited exposure to abuse\aggression from pupils, parents and carers.</p>				
9.	KNOWLEDGE AND SKILLS Basic Food Hygiene Certificate or be supervised and appropriately trained to a level which ensures hygiene standards are met and maintained at all times				
10.	GENERAL <p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p> <p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p> <p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>				
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	Name:	Signature:	Date:		
Job Description written by: [Manager]		

Job Description agreed by: [Postholder]
Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.			
Guidance on the completion of this JD is available from your Directorate HR Adviser.			