



LUNCHTIME CATERING ASSISTANT JOB DESCRIPTION

POST TITLE: Catering Assistant

RATE: £9.50 per hour

APPLY TO: Kim Tsang at bursar@dolphinschool.com

START DATE: September 2021

JOB DESCRIPTION:

This is a part-time term-time only role.

Work pattern: Monday - Friday on a rota of 4.5 hours (10am to 2.30pm) or 3.5 hours (11am to 2.30pm).

The Catering Assistant are required to assist in the day to day operational requirements of the catering service at Dolphin School.

Duties will include assisting in basic food preparation and service of all foods in compliance with the Safe Methods of the Food Standards Agency, compliance with all the relevant legislation as required and setting up / clearing away equipment for food service. The catering assistant duties will include general cleaning to a high standard including crockery, cutlery, kitchen utensils, kitchen and dining room areas.

The catering assistant are expected to adhere to Food Safety System, Safe Systems of work and Health and Safety Legislation. Knowledge of such legislations would be an advantage as would previous experience in this type of work.

The successful candidate should be able to work on their own initiative as well as part of a team.

MAIN DUTIES:

- Basic food preparation and service of all foods.
- Setting up the dining hall in preparation for service.
- Preparing the servery prior to service.
- Helping to serve lunch to pupils paying special attention to ensure that pupils and staff receive the correct meal i.e. vegetarian, and ensuring pupils are served appropriate portion sizes.
- Replenishing water jugs and cups etc between sittings.
- Clear Dining Hall after lunch, including spilled food, drink, cutlery and all serving equipment; cleaning the tables at the end of service and sweep/mop the floor.
- Wash the cutlery, crockery, cups and serving dishes after service.
- Operate machinery; loading and unloading the dishwasher, and the washing machine for cleaning of aprons, cloths, etc. This will involve lifting.
- Clean and dry serving equipment.
- Cleaning and sanitizing of the kitchen and equipment i.e. dishwasher, surfaces etc.
- To maintain a high standard of food hygiene at all times.
- Deep cleaning of the kitchens and equipment at the end of each term.
- Undertake job related training where necessary.
- Report immediately to the First Aid Administrator or Bursar any accident, dangerous occurrence or practice, threat to health and safety, pest control problems, and enter in incident book where necessary.
- Any other duties at the absolute discretion of the Bursar.