

Post 21b
Part time General Catering Assistant

The role will require close co-operation with:

- The Catering Duty Manager/chef and/or Headmaster
- Other members of kitchen staff
- Parents, governors and the local community
- Members of the inspectorate, advisory and support services

General:

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

All posts at West Hill Park require staff to conduct themselves in a highly professional manner when dealing with children, parents and colleagues. Staff are expected to appreciate and promote the ethos and image of the school and should ensure that in all their actions and words they market the school in a positive manner. Disciplinary action may be taken against staff who bring the school's name into disrepute.

Staff at West Hill Park are expected to be aware of their own Health and Safety and to that of those around them and should take all reasonable steps to ensure that no one is placed in danger.

Working Hours:

Monday – Friday (Term Time): 16 hours a week to be agreed with Catering Manager

Specific Duties and Responsibilities:

The main responsibilities are as follows:

1. Reporting to and taking instruction from the Duty chef.
2. Assisting the chefs with food preparation.
3. Assisting with setting up the dining room for meal times.
4. Assisting with serving food to pupils and staff.
5. Ensuring all regulatory paperwork is completed on a daily basis and that the kitchen and staff are prepared for inspection by regulatory or other bodies at no notice.
6. Preparing and serving (as required) refreshments for parents and guests.
7. Dishwashing both using a dishwasher and by hand.
8. Clearing, sweeping and cleaning the dining room and other areas used for serving food and refreshment.
9. Working the deep cleaning days at the start and end of each holiday as required.
10. Receiving and checking orders and ensuring the safe storage and rotation of supplies.
11. Any other reasonable task requested by the duty chefs or Headmaster.

Signed: Headmaster _____ Date _____

Signed: Employee _____ Date _____

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Last Reviewed:	November 2021	Next Review:	November 2023	Author/Lead:	HM/CM