



Head Teacher. Neil Reilly
Trust Executive Deputies. Nick File
Trevor Goakes

Nene Valley Primary School
Job Description

Post Title: Catering Assistant
Grade: Grade 3, SCP 2
Responsible to: Headteacher/Catering Manager/Office Manager

Purpose of Job: To support the Catering Manager in preparation and provision of nutritious meals to pupils and staff which are in keeping with the School meals, healthy eating standards.

Main Responsibilities:

a) Catering Provision

- To develop and progress the catering provision to provide healthy and high-quality meals that meet nutritional standards.
- To contribute to the performance of the whole school catering provision.
- To ensure the attractiveness of catering provision including food presentation and the eating environment.
- To deputise for the school caterer as the need arises.

b) Managing Resources

- To maintain authorised food stock levels.
- To undertake routine checks of equipment, cleaning materials, stationery and uniform.
- To contribute to the planning of daily menus.
- To ensure delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier.
- To prepare and cook food for the daily service to pupils, staff, parents and visitors and for designated events.
- To clean kitchen equipment and move, set up and clean dining furniture as required in designated areas

c) Health and Safety

- To ensure compliance with agreed Health and Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.



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- To ensure safe operation of kitchen equipment at all times.
- To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
- To ensure that all kitchen areas are clean and free from hazards.
- To ensure that all accidents and incidents are reported, including notifiable diseases.
- To ensure the security of the catering area at all times.
- To be responsible for the regular inspection and maintenance of the First Aid Box and notify first aid controller as appropriate.
- Maintain high standards of cleanliness, including uniform, personal hygiene and appearance.

d) General Responsibilities

- To work as part of the school team.
- To actively contribute to development initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in school and aspects of commercial viability.
- To operate in line with the ethos, culture, overall aims and policies of the school.
- To work flexibly and undertake, when required, other duties associated with supporting the needs of the pupils, as may reasonably be determined by the Head teacher or his representative.
- To support the children in developing their skills in food technology.
- To undertake hospitality duties as requested by the Head teacher.
- To organise and distribute the fruit as part of the SFVS.
- To prepare and manage the tuck shop.
- Showing initiative in thinking of new ways to develop and promote catering within school
- To actively pursue own personal development and take full advantage of training opportunities.

d) Supporting the School

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Develop and maintain effective working relationships with other staff.
3. Such other duties consistent with the overall level, nature and grading of the post.
4. To promote and safeguard the welfare of all children.

This job description will be reviewed annually for the formation of a yearly job plan and may be amended according to changing job requirements.



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