

RAINEY ENDOWED SCHOOL CANTEEN ASSISTANT

POST TITLE:	Canteen Assistant
GRADE:	NJC point 2 (£11.9149 per hour)
HOURS:	20 per week, during the school term. The hours of work are 10am to 2.30pm Monday to Friday.
LINE MANAGER:	Senior Catering Supervisor

1.0 Job Purpose:

To actively participate in the daily operation of the Catering Unit under the direction of the Senior Catering Supervisor.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit.

2.0 Duties and Responsibilities

- 2.1 The basic preparation of food and beverages including the preparation of vegetables and snacks using appropriate equipment.
- 2.2 Simple cooking including the reconstitution of prepared food.
- 2.3 Organisation and control of food service points.
- 2.4 Assisting with the promotion of meals to pupils, parents and Principal
- 2.5 The preparation of the dining area:
 - (a) The setting out of dining room tables, chairs, benches and serving points as required by the meals service.
 - (b) The setting of tables, laying out of cutlery, water jugs, etc.
- 2.6 General kitchen and dining room duties including washing up, clearing away equipment including tables, chairs and benches. The cleaning of the kitchen/servery, dining room and equipment including floors and walls.
- 2.7 Recording of temperatures for control purposes as required.
- 2.8 Securing of premises as required.
- 2.9 Duties as delegated in connection with service provision.
- 2.10 Operation of the till during school breaks (training will be provided).
- 2.11 Put away deliveries of kitchen supplies.

3.0 General Conditions

- 3.1 All duties must be carried out to comply with:
- (a) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - (b) Codes of Practice
- 3.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 3.3 All necessary administration must be completed.
- 3.4 Willing to undertake training to ensure that the competencies of the job are fulfilled.
- 3.5 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

The contents of this generic job description are not subject to appeal.

Reviewed June 2024