

Job Description Windsor High School and Sixth Form



Catering Assistant

Scale 1a

Permanent, part-time, term time only

Key areas of responsibility:

Based across both the Sixth Form (coffee shop) and Main School kitchen, with responsibility for food preparation and cleaning services, ensuring the School's ethos of achieving high standards is maintained and/or exceeded.

Specific areas of responsibility:

- To assist in the preparation of basic foods
- To support special functions and related activities, some of which may be outside of normal working hours
- To complete all relevant duties safely in relation to job role or school environment
- To ensure waste is removed from the catering facility and safely disposed of
- To ensure that daily cleaning routine is maintained and recorded in accordance
- To ensure that all necessary health and safety documentation is completed as part of the routine
- To ensure high standards of hygiene and cleanliness in the food preparation and service areas at all times paying attention to the Food Safety and Health and Safety regulations
- To complete the designated cleaning tasks in accordance with the daily cleaning schedule
- To assist in the service of all aspects of the food provision as speedily as possible whilst maintaining excellent levels of customer service

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Windsor High School and Sixth Form is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

To whom responsible	Catering Supervisor
Line managed by	Catering Supervisor
For whom responsible	
Signature of Employee	
Print name	
Date	

This job description may be amended at any time by agreement.

