



JOB DESCRIPTION

CATERING ASSISTANT (TERM TIME)

POST TITLE	Catering Assistant
HOURS	20 hours (10.00 am to 2.30 pm, 30 min lunch) per week Monday-Friday (Term Time)
SALARY	NJC Scale Point 5-8. £13.6288 per hour. The NI Local Government Officers' Superannuation Scheme applies.
RESPONSIBLE TO	The Principal through the Director of Corporate Services and Catering Manager.

JOB PURPOSE:

To actively participate in the daily delivery of the catering service within school in a way that helps to meet the needs of the school; promotes a positive image of the school; reflects good industry practice; and complies with all relevant food safety and nutritional standards and regulations.

To work effectively as part of the catering team under the direction of the Catering Manager and to provide an efficient hygienic service that achieves a high level of customer satisfaction and turnover.

MAIN DUTIES AND RESPONSIBILITIES:

1 SERVICE DELIVERY

- Basic preparation of food and beverages in accordance with all relevant food safety and food hygiene standards and regulations, including the preparation of fruit, vegetables and snacks using the appropriate catering equipment.
- Undertake simple cooking tasks in accordance with all relevant food safety and food hygiene standards and regulations, including the reconstitution of prepared food.
- Organise and control food service points and ensure that all food and beverage products are displayed attractively and correctly.
- Transfer and serve meals and snacks in different dining areas and different locations within the School as and when required.
- Assist with the marketing and promotion of meals to pupils, parents and staff.
- Assist pupils, parents and staff with queries in a professional, courteous and friendly manner in order that the required standards of customer care are met and complaints are kept to a minimum.
- Prepare the dining areas within the School and ensure that each area is laid out correctly and presented attractively. In particular, set out dining tables, chairs, benches and serving points as instructed and set tables and layout cutlery, crockery and glassware as required.

- Carry out general kitchen and dining area duties including: washing up; the clearing away of equipment such as tables, chairs and benches; the disposal or the recycling of all kitchen and dining area rubbish; and the cleaning of kitchens, service points, dining areas and equipment (including floors and walls).
- Check, measure and record temperatures and other required variables in accordance with all relevant food safety and food hygiene standards and regulations.
- Check food and beverage deliveries, ensure food and beverage stock is stored appropriately and used in rotation, and assist with stock taking exercises.
- Ensure that all food and beverage products are priced correctly and operate the cashless till system properly as and when required.
- Assist in the preparation and service of food and beverages for functions and events taking place inside or outside of normal school hours as and when required.
- Secure the kitchen and dining areas as and when required.
- Duties involving till operation:
 - The correct care and maintenance of the tills
 - Correct programming procedures and updating of prices
 - Correct daily operational procedures of tills
 - Customer care
 - Maintaining records appropriate to the biometric cashless system

2 GENERAL CONDITIONS

- All duties must be carried out strictly in accordance with: all relevant Acts of Parliament, Statutory Instruments and Regulations, including the Food Hygiene Regulations, the Health and Safety at Work Regulations, and the Control of Substances Hazardous to Health Regulations; all relevant Codes of Practice and guidelines; and any other legal requirements.
- All items of equipment must be used properly and safely. Any equipment defects and any accidents at work must be reported immediately to the Catering Manager.
- All duties will be carried out in the working conditions and environment normally inherent in the job of the post-holder.
- The post-holder must maintain at all times the standards of personal hygiene required by the School, particularly with regard to make-up, jewellery, hand-washing, and the reporting of any illness or symptoms associated with food poisoning or food borne disease.
- All of the necessary administration associated with the correct performance of the job must be completed by the post-holder on an accurate and timely basis using computerised and manual systems as required.
- 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.

3 TRAINING

- The post-holder will be required to accept any training offered by the School for jobs graded at a higher level than this post. However, payment will only be made by the School where there is a requirement for the higher level duties to be carried out.

- The post-holder will be required to accept any training offered by the School that is needed to facilitate the proper performance of duties up to and including the duties set out in this job description (such training to include induction training and refresher training).

The duties and responsibilities set out in this job description are neither exclusive nor exhaustive and the post-holder may be required to undertake any other commensurate duties and responsibilities as requested from time to time by the Catering Manager, the Director of Corporate Services, the Principal, or the Board of Governors.

Child Protection

Assumption Grammar School is fully committed to the implementation of Child Protection procedures as outlined by the Department of Education in their circulars 2006/06, The Recruitment of People to Work with Children and Young People in Educational Settings, and 2008/03, Pre-employment Checking of Persons to Work in Schools – New Arrangements. Therefore, all applicants should be aware of the following:

- The successful applicant will be required to complete an Enhanced Disclosure Certificate Application form to facilitate criminal background checking by AccessNI and produce the required identification documents. **The appointment is strictly conditional upon a satisfactory completion of the vetting process** (further information is available from www.accessni.gov.uk or www.deni.gov.uk). The successful applicant will be required to pay the fee for this process currently £32.

October 2026