

## THE FALLIBROOME ACADEMY – JOB DESCRIPTION

JOB TITLE:	Food Services Assistant	JOB REF:	TFA (CAT) 0003
RESPONSIBLE TO:	Catering Manager	GRADE:	NJC Grade 2 SCP 2

### **BASIC JOB PURPOSE:**

To assist in providing an efficient and effective catering service in accordance with Healthy Eating and DFE guidance:

- To assist in the preparation, cooking and presentation and serving of meals and snacks
- To comply with food hygiene and Health and Safety regulations

### **MAIN RESPONSIBILITIES**

1	To assist the cook in preparing, cooking and presenting a range of fresh food and beverages to the required standard and in accordance with the daily production schedule.
2	To prepare the dining areas for service to include setting up of food servery counters and trolleys.
3	To check and record food and storage temperatures at all relevant times in accordance with the hygiene management system.
4	To serve food and beverages.
5	To account for stocks used in accordance with the daily production schedule.
6	To wash cooking utensils, crockery, cutlery and all other catering equipment in accordance with the published rota.
7	To clean the dining areas and their associated equipment.
8	To clean the kitchen, its surrounds and floor to the agreed standard and in accordance with the published rota.
9	To assist in the unpacking and storage of foodstuffs and other stores upon delivery to site, checking and recording temperatures as appropriate.
10	To act as cashier, using the academy's cashless catering system.
11	To undertake training as required.
12	To report any faults with equipment and appliances to the Catering Manager.
13	To maintain good relationships with all staff, students, visitors, suppliers and contractors.
14	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon to a senior manager.
15	To actively safeguard and promote the welfare of children at all times.
Notwithstanding the detail in this job description, in accordance with the Academy's Flexibility Policy the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	
Signed acceptance by Post Holder (sign)	
Name of Post Holder (print):	
Date:	