



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

**Job Title:** General Catering Assistant-Finham Park 2  
**Grade:** £7.80 per hour  
**Hours:** Part Time, 25 hours per week, term time only, plus 3 days  
**Status:** Temporary until 31<sup>st</sup> August 2018

### Job Purpose:

To undertake, as part of a team under the direction of more senior operatives, general kitchen duties including simple cooking to ensure the provision of meals and snacks.

### Main Duties and Responsibilities:

1. Assisting with all aspects of preparation and cooking of food, as required
2. Advising appropriate staff of ordering requirements & maintaining good stock rotation practices.
3. Any general kitchen/dining room duties as may be required including assisting in other duties.
4. Serving and dishing-up food, including the presentation and garnishing of food and transportation of food to tables.
5. Washing up crockery and utensils, cleaning of tables and chairs, cleaning the general kitchen and dining room areas, as necessary, including floors, worktops and equipment (e.g. cookers and rest area facilities).
6. Working on sales counters including occasional handling of cash.
7. Reporting repairs/defects to unit supervisors or to Central Office dependent on circumstances.
8. Setting-up and putting away tables and chairs, including service counters, and ensuring a high standard of presentation.
9. Awareness of hygiene regulations and Health and Safety matters & complying with them.
10. Attend training courses.
11. Transporting food stocks and materials from one area to another (e.g. from stores and delivery vehicles).
12. Any other duties and responsibilities within the range of the salary grade.