THOMAS GAINSBOROUGH SCHOOL

Job Title: **CATERING ASSISTANT**

Contract Hours: **20 hours per week, 38 weeks per year**

Responsible to: **Head of Kitchen/Premises Manager**

Overall Responsibility:

- To prepare and serve food and drink, in accordance with Health and Safety, Health and Hygiene and Food Safety Regulations to meet the daily needs of staff, students and colleagues.

- Duties will involve food preparation, food service, customer service, dishwasher operation and cleaning duties.

- To maintain the kitchen, dining area, floor areas and other catering related areas to the highest standards of cleanliness.

- To report to the Head of Kitchen any matters of concern which affects the day to day running of the Catering Department.

- To communicate efficiently and effectively in a friendly and positive manner to all school staff, students colleagues, management and visitors.

- To undertake any training that is required which is off the TGS site or online based training.

- Duties will involve working in any of the Thomas Gainsborough School Catering Areas and rotated around each of the stations within each of the Catering Areas at the Head of Kitchen's discretion.

Additional Responsibilities

- Undertake any duties reasonably requested by the Headteacher or Line Manager