Westbourne House School
CHICHESTER

JOB DESCRIPTION

CATERING ASSISTANT

Responsible for: As a team, to be responsible for maintaining high standards of cleanliness within the kitchen and dining room areas

Consulting with: All staff

Reporting to: Chef Manager

Duties and Responsibilities:

- To assist with general washing up duties
- To keep the kitchen and dining areas in a clean and tidy state at all times and in accordance with the cleaning schedule
- To ensure the dishwasher is used efficiently and effectively with the team at all times
- To report any faults to the Chef Manager
- To provide a friendly, efficient and hygienic service to all customers
- To work with all catering staff and undertake such duties in the kitchen/service areas, as required, to ensure an efficient and effective service is delivered at all times
- To project a willing and helpful attitude to children, parents, visitors and staff alike
- To be customer focused and provide an excellent standard of customer service at all times

Health & Safety

- Be familiar with the School's Health and Safety Policy and ensure this is adhered to at all times
- Follow correct COSHH regulations when working with chemicals
- Use correct signage when working i.e. wet floor, closed for cleaning. Ensure cables are not left trailing across the floor, causing a trip hazard
- Ensure cupboards are clean, safe and tidy
- Keep fire exits unblocked
- Ensure familiarity with the Fire Assembly layout and procedure
- Attend relevant internal training sessions and team meetings with either the Bursar and/or Site Manager regarding updates or new equipment/products

- Team members are required to be flexible and support each other during busy periods and absences in order to provide a seamless service across the School and ensure the highest priority tasks are dealt with.

Generic

- Attend all statutory training that is required to work within a School
- Take part in the school appraisal system
- Be sympathetic to the school's aims and ethos
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

Safeguarding

Westbourne House is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.