

# WILLIAM FARR CHURCH OF ENGLAND COMPREHENSIVE SCHOOL

## JOB DESCRIPTION

<b>Job Title:</b>	FOOD SERVICE ASSISTANT CASUAL STAFF
<b>Grade:</b>	WFS Scale 1 (approx £10.50 per hour)
<b>Responsible To:</b>	Kitchen Supervisor
<b>Responsible For:</b>	None
<b>Desirable Qualifications:</b>	Good general knowledge of food hygiene. Basic Food Hygiene Certificate.
<b>Desirable Experience:</b>	Relevant experience in catering operations. The ability to be flexible to provide cover for absent staff on occasion

### Job Purpose

To assist the Kitchen Supervisor with the preparation of meals to the School's standard and maintain the cleanliness and hygiene of the Catering Area (including the Kitchen) to the required standard.

### Key Responsibilities / Tasks

1. To provide high personal standards of performance, hygiene and appearance.
2. To assist in the preparation and presentation of all meal services at the required times.
3. To serve on a counter as necessary.
4. To undertake all aspects of cleaning, ie, equipment, walls up to a height of 6 ft, floors, fixtures, pots, pans, cutlery, crockery, glassware, etc, to the School's standard and to statutory regulations required.
5. To unload and put away stock in the kitchen and ensure all points of service are adequately stocked as necessary.
6. To collect and reconcile takings, operate tills and handle cash takings as frequently as directed and to ensure that the correct floats are all accounted for.
7. To attend meetings and training courses as may be necessary.
8. To carry out such other duties as may be required within the general scope / level of the post, as requested by the Catering Manager.

**Contacts:** Staff, pupils, visitors, suppliers.