St Laurence Church of England Primary School
Jockey Field, Ludlow, Shropshire SY8 1TP | admin@st-laurenceprimary.com

Job Description: Relief Catering Assistant (Level 1)

Title	Relief Catering Assistant (Level 1)
School	St Laurence Church of England Primary School
Reporting to	Catering Manager
Grade and SCP	Grade 2 (SCP 4)

Safer recruitment

The school is committed to safeguarding and promoting the welfare of its children and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

1. Purpose of post

Under the direction/instruction of senior staff to assist with the cooking and preparation of meals and handling cash.

2. Principal duties and responsibilities

Operational tasks

Cooking/Preparation

- Preparation of meals: prepare food in accordance with agreed recipes/methods.
- Prepare ingredients for meals under direction.
- Decant and/or serve food for transportation to other school servery.

Maintenance of hygiene

- Ensure that cooked and raw foods are kept separate during the preparation/cooking/service process.
- Ensure that clean and dirty processes are kept separate.

Cash handling

- Operate tills, check float.

Resources tasks

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment /resources / materials as set out in instructions.
- Undertake basic record keeping as directed.
- Refill and replace consumables.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Comply with school security arrangements i.e. securing entrances / exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment is switched off as appropriate.

Organisation tasks

- Monitor and arrange orderly and secure storage of supplies.
- Daily check for quality/safety e.g. routine visual checks of equipment.

- Operation of everyday equipment in accordance with instructions.

3. Other responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

4. Safeguarding

Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

5. Data protection and other statutory responsibilities

Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

6. Other duties

Any other duties that the Headteacher/EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

7. Review and signatures

This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job description and person specification agreed by:

Name	Role	Signature	Date
Post holder			
Line manager			