



Offham Primary School

Job Description: Catering In-School

School: Offham Primary School
Grade: KSA (previously KR3)
Responsible to: Line Manager

Purpose of the Job:

To assist in the preparation, cooking and serving of food and beverages, as directed.

Key duties and responsibilities:

- 1 Assist in the preparation, cooking and serving of food and beverages
2. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
3. Operate kitchen equipment, following training
4. Undertake cleaning and washing up as directed in the kitchen and dining areas
5. Refill and replace sauces, condiments and other consumables.
6. On occasions be happy to assist with moving and setting up dining furniture
7. Ensure the school's non-negotiables are followed
8. Follow all school's policies and procedures
9. Be happy to attend CPD events
10. Take an active role in the appraisal system
11. Ensure any safeguarding or H&S concerns are reported following the school's policies and procedures.

Post holder's name:
Post holder's signature:
Date:

Headteacher's Signature
Date: