



MERCHANT TAYLORS'  
Prep

## CATERING ASSISTANT

**Line Management:** Catering Manager

**Hours:** 9.00 am – 3.00 pm (reduced hours may be considered and there are various opportunities for overtime).

Work Monday to Friday, term time from 9.00am to 3.00pm. Working on a rota system with other catering team members for the provision of various aspects of the role. You will be required to support on a minimum of two evening events each year (appropriate notice will be provided):

### *Key Responsibilities:*

- Deliver required amount of milk to Pre-Prep and Prep Department before morning break.
- Deliver fruit, water, tea, coffee and anything else required to office staff each morning.
- Prepare sandwiches for staff and grounds teams. Check with Catering Manager for any other sandwich requirements e.g. packed lunches, team teas, staff meetings etc.
- Assist with the provision of meals to the Manor, located on our neighbouring Senior School grounds, joining team rotation working across both kitchens.
- Assist with the food required for Wraparound Care (am and pm), preparing if necessary, delivering it to the relevant location and clearing it away.
- Be part of the pool of Catering staff to work a minimum of 2 evenings serving food and drinks at School evening events (such as the Nursery parents' welcome event, Head's dinners and year group leaving events).
- Maintain supplies of tea, coffee, sugar and biscuits in the common room. Responsible for keeping the sink, surfaces and common room clean and tidy, making coffee and setting out biscuits at break times, washing cups, plates etc.
- Preparing fresh fruit for lunchtime/snack time.
- Preparation of various salads for the salad bar.
- Assist the Catering Manager with preparation of vegetables, layering food etc. if necessary.
- Setting up of the counters in preparation for lunchtime. Ensuring all the necessary equipment is ready for service. Make sure allergy signs are clearly displayed i.e. egg, dairy, gluten etc.

- Set up clearing area inc. dirty cutlery, empty bucket for wastewater, brown boxes for cups and cleaning cloths and little bowls for wiping tables.
- Take turn in serving meals for the day, clearing tables and washing down ready for next service or dishwasher duty. These are done on a rotation system.
- After service of lunch the counters need to be cleared of all food stuff, utensils, serving dishes etc. Then assist in the kitchen with drying up, putting away, scrubbing pots, taking rubbish to the main bin etc.
- Assist with setting up tables for team teas (or any other function if necessary), helping to serve and clearing away.
- Clearing and sanitising all work surfaces and cleaning sinks.
- Emptying the dishwasher and cleaning thoroughly including surrounding areas. Refill dishwasher if being used again or switch off.
- Sweep, then mop and dry the floors at the end of the day.
- Prepare breakfast club at the end of the day for the following morning, i.e. cereal bowls, plastic cups, cereals, sugar, spoons, apple corer and board, jugs for juice. Ensure cartons of juice apple and orange are in the fridge.
- Must be prepared to carry out any other duties and training (compliance) required by the Catering Manager or a member of the Senior Leadership Team.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the DSL.



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#### How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children).

Further information on how the School uses personal data is set out in the School's Transparency Notice, which can be found on the Policies page of the School Website