



**CO-OP ACADEMY NORTH MANCHESTER**  
**CATERING ASSISTANT**  
Salary Grade  
Permanent Term Time Only + 5 Days

The role of the Catering Assistant is to work as part of the Team and contribute to the achievement of its objectives, providing an effective and efficient catering service. Reporting to the Catering Manager, the appointee will provide a high quality and flexible customer focused catering service across the Academy. This includes preparing and serving food, shared responsibility for cashier duties and maintaining the associated catering areas in accordance with food hygiene regulations.

**Main Responsibilities**

**1. Catering**

- To Assist with the preparation, setting up and serving of meals in line with food hygiene regulations.
- To clean kitchen equipment and dining furniture as required in designated areas.
- To assist with catering production and light cooking duties for example Pizza, sandwich, preparation.
- To support the stock rotation system and the appropriate storage of food goods and catering consumable stock.
- To undertake shared responsibility for cashier duties and be responsible for operating a cash register which operates the cashless catering system.
- To ensure compliance with food hygiene regulations, HACCP (Hazard Analysis and Critical Control Points) and COSHH (Control of Substances Hazardous to Health) regulations at all times.
- To provide a customer focused service, which is courteous and responsive and meets the needs of the customers at all times.
- To wear appropriate health & safety clothing PPE provided.

**2. General**

- As part of a team, attend meetings and make suggestions in developing and reviewing the team's progress of policies and procedures.
- Liaise and communicate effectively both verbally and in writing with staff, parents and external agencies.
- To adhere to strict confidential practices in relation to all personal information relating to students, staff, suppliers and customers.

- To work occasional additional hours whether in the evening or at weekends, when the workload requires it.
- To be available to support the catering service on parents evenings, training days and academy events.
- To participate in staff development and training.
- To participate in first aid training.
- To observe the Co-op Academies Trust Equal Opportunities Policy.
- To undertake similar tasks, including exam invigilation and deputising for other support staff, as may be determined by the Principal in consultation with the post holder.


