



SEDBERGH  
SCHOOL  
FOUNDED 1525

## CATERING ASSISTANT JOB DESCRIPTION

**Job Title:** CATERING ASSISTANT

**Responsible to:** Front of House and Catering Staff Manager

**Role Purpose:**

- Complete the essential cleaning of food service, dining and prep areas, dishes and wares to a high standard.
- Be available when time permits to assist chefs and chef managers with duties in the kitchen and between Houses and other venues.
- To ensure the Hospitality Department contributes to pupil wellness as well as the school reputation and growth by delivering consistently high standards of customer and food service.

**Duties:**

The duties of the Catering Assistant will focus on duties in a House or Hub and may vary from time to time.

- Provide the highest quality service to pupils, staff, parents, and guests in line with the schools standing.
- Assist with food service (serving) in School houses or at other off-site events, on sports pitch for example.
- Assist with the neat and attractive set up and presentation of food buffets.
- Assist with the transport of food buffets from Hub kitchens to partnered Houses or for events around the School estate.
- Cleaning and sanitizing of dishes, gastro pans, utensils, crockery, glassware with the dishwashing machine using correct procedure and following COSHH rules.
- Assist Chefs, when time permits, with basic food prep, e.g. vegetable and potato peeling, assembly of pudding pots, chopping vegetables, sandwich making, etc.
- Ensure the Dining Room areas are promptly cleaned and sanitized for multiple sittings.

**Health and Safety:**

All staff should be aware of the school's health and safety policy and implement it as appropriate.

**Safeguarding:**

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

**These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.**

***Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

***Registered Charity No 1080672***