



NORTHAMPTON  
HIGH SCHOOL

G D S T  
GIRLS' DAY SCHOOL TRUST

## **NORTHAMPTON HIGH SCHOOL**

### **JOB DESCRIPTION**

**JOB TITLE:** Catering and Hospitality Assistant

**JOB PURPOSE:** To assist in the provision of the School's catering service

**ACCOUNTABLE TO:** Catering and Hospitality Manager

#### **KEY TASKS:**

- To assist in the general day-to-day running of the kitchen
- To assist cooks with presentation and serving of meals, buffets and all hospitality needs to the required high standard
- To help with general kitchen duties and cleaning rota
- Organisation and running of Big Blue Café including cash handling and management of stock
- Organisation and preparation of Nursery and Reception Breakfast and Snack requirements
- Collation of list of cleaning products that require ordering
- To attend any staff training during working hours
- To work, with overtime for Awards Evening; and also take turns, if required, to work during Open Days

This job description and allocation of particular responsibilities may be amended, by agreement, from time to time.

You may be required to carry out other duties in addition to those listed above as directed by your Line Manager.