

## Job Description: Catering Assistant

1. **PURPOSE OF THE JOB:**  
To provide support within the school kitchen, on behalf of the Trustees and Headteacher, undertaking general kitchen duties as directed by the Catering Manager.
2. **MAIN RESPONSIBILITIES, TASKS AND DUTIES:**
  - a) To assist with deliveries, food preparation and general cooking tasks.
  - b) To prepare the dining area, serving food at break, lunch and at other times as required.
  - c) To complete washing up, both manual and using the plate wash, and general cleaning. Ensuring that cleaning materials and equipment are stored carefully when not in use.
  - d) To operate tills as required, stock vending machines and assist with related services.
  - e) To report to the Catering Manager any problems relating to stock, cleaning materials and equipment.
  - f) Assisting with deep cleaning as directed.
  - g) To promote, support and contribute to the ethos, vision and values of the school and Trust.
3. **MANAGEMENT OF PEOPLE:**  
**SUPERVISION OF PEOPLE** - Not applicable
4. **CREATIVITY AND INNOVATION:**  
Work is carried out within procedures presenting limited opportunity for creativity only within clearly defined roles.
5. **CONTACTS AND RELATIONSHIPS:**  
Day-to-day contact with the catering team, students and teaching staff.  
Occasional contact with suppliers or visitors to the school.
6. **DECISIONS:**
  - a) Discretion – limited opportunity for discretion. Work is within clearly defined procedures.
  - b) Consequences – impact on break and lunchtime activities which can be easily identified and remedied.
7. **RESOURCES:**  
Food provisions, cleaning materials and catering equipment.
8. **WORK ENVIRONMENT:**
  - a) Work demands – work may be carried out in a different order but does not affect the overall programme.
  - b) Physical demands – physical effort required e.g. bending and manual handling.
  - c) Working conditions – working in kitchen area on school premises in well-lit and ventilated environment.
  - d) Work context – post-holder will be working with food, cleaning materials and associated equipment.

**9. KNOWLEDGE AND SKILLS:**

An understanding of health, safety and food hygiene issues. Safe working to be in accordance with COSHH assessments for hazardous substances.

**10. GENERAL:**

**Job Evaluation** - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**Equal Opportunities** - The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

**Health and Safety** - The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

**All staff have a responsibility to safeguard and promote the welfare of children and young people.**

## Requirements for the post:

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>
Food Hygiene Certificate Level 2		✓
COSHH training		✓
Manual Handling training		✓

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Health and safety in schools		✓
Safeguarding		✓

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
General catering experience		✓
Use of kitchen equipment		✓
Customer service		✓

<b>Competencies</b>	<b>Essential</b>	<b>Desirable</b>
Self-motivated	✓	
Team worker	✓	
Conscientious	✓	
Attention to detail	✓	
Ability to work under pressure to fixed deadlines	✓	