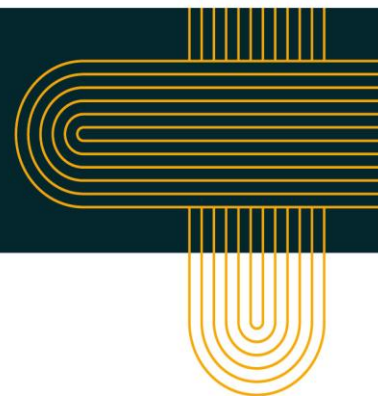




JOB DESCRIPTION

Job Title: Catering Assistant
Grade: National Minimum Wage
Reporting to: Catering Manager / Assistant Catering Manager
Location: Academy-based

Job Purpose

To support the delivery of a high-quality catering service within the academy by assisting with the preparation, service and cleaning of food areas. The postholder will help ensure that meals are provided in a safe, hygienic and welcoming environment for students, staff and visitors.

The role contributes to the smooth operation of the academy kitchen and dining facilities by maintaining high standards of food safety, cleanliness and customer service while supporting the catering team in delivering nutritious meals.

Key Responsibilities

Food Preparation

- Assist with the preparation of food and ingredients under the direction of the Catering Manager, including basic preparation such as washing, chopping and assembling food items.
- Support the preparation of meal service by setting up counters, displays and serving areas to ensure food is presented attractively and safely.
- Assist with the preparation of simple food items in accordance with the planned menu and dietary requirements.
- Ensure food is stored, handled and prepared in line with food safety standards and academy procedures.

Food Service

- Serve food and beverages to students, staff and visitors in a friendly, efficient and professional manner.
- Operate tills or cashless catering systems where required.
- Monitor portion control and presentation standards during service.
- Provide a welcoming dining experience and respond courteously to queries from students and staff.
- Support the efficient flow of students through the service area during busy periods.

Allergen Management

- Support the safe preparation, handling and service of food in accordance with the academy's allergen management procedures.
- Maintain awareness of food allergens and follow established processes to prevent cross-contamination.
- Ensure allergen information is accurately communicated to students and seek guidance from senior colleagues when required.
- Report any concerns relating to allergens, food safety or dietary requirements immediately to the Catering Manager or designated supervisor.

Kitchen and Dining Area Operations

- Assist with setting up dining areas before service and clearing tables and service points afterwards.

GORSE

- Ensure dining areas remain clean, tidy and safe during meal service.
- Support the smooth operation of the kitchen and dining environment through effective teamwork and communication.
- Assist with receiving and storing deliveries in line with food safety procedures.

Cleaning and Hygiene

- Maintain high standards of cleanliness in kitchen, food preparation and dining areas.
- Wash kitchen equipment, utensils, trays and dishes using appropriate equipment.
- Follow cleaning schedules and ensure all surfaces, equipment and service areas are cleaned thoroughly after use.
- Dispose of waste safely and support recycling procedures where required.
- Ensure compliance with food hygiene, health and safety and infection control procedures.

Health and Safety

- Follow all food safety, hygiene and health and safety procedures in line with academy policies and statutory requirements.
- Always wear appropriate, clean and protective clothing whilst in the kitchen & dining areas.
- Ensure a high level of personal hygiene including regular handwashing, use of appropriate hair nets and hats. Keep jewellery to a wedding band only and not touch their face, hair, smoke, sneeze eat or chew gum whilst at work.
- Ensure that all kitchen equipment is safe to use. And report any faults, hazards or health and safety concerns to the Catering Manager in a timely manner.
- Support the academy's safeguarding and wellbeing policies by maintaining appropriate professional conduct.

General Duties

- Work collaboratively with colleagues to ensure the catering service operates effectively.
- Provide support during academy events or special functions where catering services are required.
- Maintain a positive and professional approach when interacting with students, staff and visitors.
- Undertake any other duties appropriate to the role as reasonably requested by the Catering Manager or academy leadership.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

Person Specification

Criteria	Essential/ Desirable
Qualifications	E/D
• Basic Food Hygiene Certificate (or willingness to obtain within the 28 days)	E
• Ability to read instructions and carry out basic numerical tasks as required within a catering environment.	E
• Level 2 Food Safety or equivalent	D
Knowledge and Skills	E/D
• Understanding of basic food hygiene practices	E
• Ability to follow instructions and food preparation guidance	E
• Ability to work effectively as part of a team	E
• Good communication and customer service skills	E
• Ability to maintain cleanliness and organisation in a kitchen environment	E
• Awareness of health and safety practices within a catering environment	D
• Experience using tills or cashless catering systems	D
Experience	E/D
• Experience working in a kitchen, catering or food service environment	D
• Experience working in a school or similar environment	D
• Experience working in a busy environment	D
Personal Effectiveness	E/D
• Friendly and approachable manner with students and staff	E
• Reliable and punctual	E
• Ability to work under pressure during busy service periods	E
• Flexible and willing to support the wider catering team	E
• Commitment to maintaining high standards of cleanliness and food safety	E
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development.	E
Other Conditions	E/D
• Enhanced DBS Clearance.	E
• Commitment to safeguarding and promoting the welfare of children and young people.	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Reviewed March 2026