



Job Description

Catering Assistant

Sheffield Pay Scale Grade 1

Main Purpose of the Role

The Catering Assistant at Parson Cross CE Primary School plays a vital role in supporting the provision of nutritious, appealing, and well-presented meals that contribute to the health, wellbeing, and happiness of our pupils. Working within a nurturing and inclusive school community where every child is valued, the Catering Assistant helps create a positive mealtime experience that supports children's learning and development. This role is essential to ensuring that food services run smoothly and efficiently in line with Sheffield City Council policies and the school's high standards, helping to foster a secure and welcoming environment for all pupils, including those with additional needs or dietary requirements.

Key Responsibilities and Duties

Food Preparation and Service

- Work on various food points, to assist with the smooth running of meal provision.
- Assist in the preparation of food and drink following hygiene and safety standards.
- Serve food and drink to pupils and staff courteously and efficiently.
- Assist with washing up and cleaning tasks following meal service.

Cleanliness and Hygiene

- Work as part of a team to maintain cleanliness of all catering work areas throughout the day.
- Participate in periodic deep cleaning of food preparation and service areas to meet health and safety standards.
- Ensure compliance with Sheffield City Council's food safety, health and safety, and hygiene policies.

Cash Handling and Till Operation

- Undertake cash handling where required, ensuring accuracy and security.

Customer Care and Equal Opportunities

- Comply with, promote, and positively influence Sheffield City Council's Equal Opportunity Policy to encourage access to and uptake of catering services by all pupils and staff.



- Deliver excellent service that reflects the school's values of respect, care, and inclusivity.

Additional Duties

- Perform any other duties appropriate to the grade and role as directed by the catering management or school leadership.
- Ensure all activities comply with Sheffield City Council's policies and the school's governing body policies, including Data Protection and Health and Safety legislation.

Skills and Competencies

- Ability to work effectively as part of a team in a busy school environment.
- Basic food preparation skills with a strong focus on hygiene and safety.
- Good communication skills to interact courteously with pupils, staff, and visitors.
- Reliability, punctuality, and a responsible approach to cash handling.
- Flexibility to assist with various tasks including cleaning and food service points.
- Awareness and commitment to promoting equal opportunities and respecting diversity.
- Understanding of the importance of maintaining confidentiality and data protection.
- Physical stamina to stand for extended periods and perform manual tasks such as washing up and cleaning.

Professional Development

Parson Cross CE Primary School values continuous professional growth and supports Catering Assistants in developing their skills through ongoing training opportunities. This may include food hygiene qualifications, service training, and health and safety updates.

Safeguarding

The safety and wellbeing of our pupils are paramount at Parson Cross CE Primary School. As a Catering Assistant, you will:

- Work in accordance with statutory safeguarding guidance including Keeping Children Safe in Education and the school's safeguarding policies.
 - Maintain vigilance and report any safeguarding concerns or unusual behaviours observed during meal times to the designated safeguarding lead (DSL) promptly.
 - Promote a safe and inclusive environment during all interactions with pupils, ensuring that children feel secure, respected, and valued.
 - Participate in safeguarding training as required and adhere to school protocols to protect all pupils.
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