Bridge Academy Trust

The Ramsey Academy

Job Description & Person Specification

Catering Assistant

Job Title:	Catering Assistant
Scale:	Scale 2 Points 2 - 3
Responsible to:	Headteacher, Catering Manager
Responsible for:	Catering Manager

Job Purpose:	Performs a variety of manual tasks associated with food production and food/beverage services in the school kitchen.
Duties & Responsibilities:	**Food Preparation:** • Follow menu plans agreed with the Catering Manager for meal times on the shift at break and lunch times. • Baking and decorating all cakes and tray bakes for the school canteen. • Basic food preparation e.g. vegetables, salads, cakes, pizza, pasta. • Preparation of all food types. • Cleaning and clearing of food production areas, including laundry and toilet areas. Cleaning tasks that involve lifting, bending and carrying. • Occasionally assist with special functions which may be outside of normal working hours. • Report immediately any accidents, fire, theft, loss, damage or unfit food or other irregularities and take such actions as may be appropriate or possible. • unloading and putting away deliveries and moving stock • refilling display chillers with heavy drink cases **Food Service:** • To prepare counters and dining areas for service. • Service of hot and cold food and beverages which involves lifting and moving full gastronomes of food from underneath the hot counter to the display units above. Serving continuously at the counter during busy periods. • Replenishing and tidying of counters. • Clearing and cleaning of all areas of the kitchen during preparation, during service and end of day cleaning. • Act on direction from duty manager during the course of the day. In a safe and purposeful manner. • Meet all daily targets at requested times for each service window. • Perform all tasks in a safe and hygienic manner. • Assist all staff where needed in a team environment with a “can do “initiative and attitude. • Is enthusiastic and hard working in all duties. • Have the ability to work under pressure and on their own in some aspects of the job. • Able to solve and resolve any day-to-day issues without direct supervision

	• Organises and prioritises tasks and sees them through to completion. • Be professional in contact with our customer base. • Operate a till in biometric and money forms and take on the correct procedures in their operation.
General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• Ensure that Health and Safety regulations are observed in working practices • Committed to our Health and Safety policies and procedures • Committed to safeguarding and promoting the welfare of children and young people • First Aid Qualification	E E E D
Knowledge & Experience	• General understanding of the operation of a school • Recent experience of working in a school setting.	D D
Skills and attributes	• Ability to maintain a high standard of personal and general cleanliness and hygiene. • Ability to exchange verbal information clearly with children and adults whilst understanding and supporting the differences in children and adults and respond appropriately. • Understand and implement the school's behavior management policy.	E E E
Personal qualities	• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults. • Good teamwork and organisational skills. • Committed to equality and diversity.	E E E
Other	• Committed to equality and diversity. • Commitment to own continuous personal and professional development. • Committed to our Health and Safety policies and procedures. • Compliance to Data Protection Act 2018 and GDPR principles/ requirements. • Committed to safeguarding and promoting the welfare of children and young people.	E E E E E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated June 2025.