POST TITLE:	**Catering Assistant**
RESPONSIBLE TO:	**Catering Manager**
GRADE:	**Band 2 (SCP 4)**
WORKING WEEKS:	**Term time + 5 days**
PURPOSE OF POST:	To assist in the preparation and delivery of a quality school catering service using high standards of food hygiene / handling and safe working practices.

The job description will be reviewed regularly to reflect or anticipate changes in the job, commensurate with the salary and areas of responsibility.

SPECIFIC DUTIES AND RESPONSIBILITES

1. To undertake basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks

2. To set out food/snacks and beverages displays including, where appropriate, replenishing vending machines

3. To serve meals, snacks and beverages to pupils, staff and visitors as required

4. To assist with food deliveries and storage of food and stocks as required, ensuring food is stored in line with health and hygiene requirements

5. To clean the kitchen, dining areas and equipment to a high standard to ensure hygiene standards are met

6. To undertake washing-up by hand and operate the dishwasher, including loading and unloading, and to ensure equipment is put away when clean and dry

7. To set out meal trays, cutlery, tables and chairs and other serving equipment

8. To clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures

9. To process food orders and operate tills (cashless catering)

10. To carry out duties with full regard to the School's Equality Objectives Policy in terms of employment and service delivery to ensure that pupils and colleagues are treated, and services delivered in a fair and consistent manner

11. To comply with health and safety policy and systems, report any incidents/accidents/ hazards and take pro-active approach to health and safety matters in order to protect both themselves and others

12. To comply with all School and Trust policies including the no smoking policy

13. To undertake any other duties of a similar nature related to the post and appropriate to the job grade, which may be required from time to time

14. To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community

15. To safeguard and promote the welfare of pupils for whom you have responsibility and come into contact with, to include adhering to all specified procedures

16. To attend relevant staff meetings and training as required

17. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.

18. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.

19. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents / hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

20. You are required to safeguard and promote the welfare of children / pupils for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.

21. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

22. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.

23. Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: July 2026

PERSON SPECIFICATION
CATERING ASSISTANT

Key

A **Application form including personal statement**
S **Selection Process including interview**
R **Employment References**
C **Certificates**
D **Enhanced Disclosure and Barring Services Criminal Check**

	Criteria	Essential/ Desirable	Stage Identified
	Qualifications		
1.	Basic Food Hygiene Certificate	D	A,C
2.	Current qualified First Aider	D	A,C
	Experience & Knowledge		
3.	Experience of working in a team	E	A,S,R
4.	Experience of working with a range of people	E	A,S,R
5.	Previous catering experience	D	A,S,R
6.	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	D	A,S,R
	Skills		
7.	Good Verbal communication skills and ability to communicate effectively at all levels e.g. pupils, staff and governors	E	S,R
8.	Good customer care skills and positive work ethic	E	A,S,R
9.	Ability to work on own and in a team and build productive working relationships	E	A,S,R
10.	Ability to observe good food and personal hygiene practices	E	A,S
	Personal Attributes		
11.	Smart personal appearance and ability to comply with uniform requirements of the post	E	S

	Criteria	Essential/ Desirable	Stage Identified
	Special Requirements		
12.	Commitment to safeguarding pupils and suitability to work with young people	E	D
13.	Ability to form and maintain appropriate relationship boundaries with children	E	D
14.	The ability to communicate at ease and provide advice in accurate spoken English	E	S
15.	Willingness to undertake further training/qualifications in catering field	E	S
16.	Capable of independent travel between schools	D	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: July 2025