

POST TITLE:	Catering Officer
RESPONSIBLE TO:	Catering Manager
GRADE:	NJC Band 4, SCP 6
WORKING WEEKS:	35hrs/wk - Term time plus + 5 days (39 working weeks)
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 and supporting the Catering Manager where required.

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

Main duties/responsibilities

1. To assist the Catering Manager and Catering Team with the preparation and delivery of the school meals service including:
 - Creation and following of menus and recipes
 - Preparation of food that meets required standards
 - Serving meals
 - Stock control
 - Temperature control
 - Checking and storage of fresh and frozen produce
 - Washing up
 - Setting up tables and chairs (where required)
 - Clearing and cleaning tables and equipment
2. To ensure that all current Health and Hygiene legislation requirements are maintained and to work within current department Safety Policies.
3. To ensure high standards are maintained at all times with regards to quality of recipes and presentation.
4. To ensure dietary requirements of staff and pupils are met including allergies and religious requirements.
5. Daily and weekly control of staffing and food costs in the unit to meet departmental targets.
6. Assist Catering Manager to compile and manage staff rotas, time sheets and sickness absence processes as necessary.

7. Ensure that all food orders are submitted to meet menu requirements in accordance with departmental procedures.
8. Liaise with the Catering Manager and assist with the coordination of promotional activities.
9. Ensure that a high standard of work is maintained in accordance with the quality systems and current work practices.
10. Ensure a clean and presentable image at all times of all employees and areas under the post holder's control.
11. Responsible to the Catering Manager for the day-to-day management of all school meals staff in the unit with the emphasis on the efficient utilisation of staff.
12. To assist with the promotion of the school meals service to the customer, visitors to school and to the community.
13. To assist the Catering Manager with quality control by maintaining procedures and ensuring high level of quality and standards are met.
14. Deputise for Catering Manager in their absence and as required.
15. 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.
16. 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.
17. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
18. 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.
19. 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.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.

**PERSON SPECIFICATION
CATERING OFFICER**

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

	Qualifications	Essential/ Desirable	Stage Identified
1.	Basic Food Hygiene Certificate or equivalent	E	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	E	A,S,R
6.	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	E	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,R
12.	Willingness to undertake further training/qualifications in catering field	E	A,S
13.	Capable of independent travel between schools	D	A,S
	Special Requirements		
14.	Ability to form and maintain appropriate relationship boundaries with children	E	S,R,D
15.	Suitability to work with children and young people	E	A,S,R, D
16.	The ability to communicate at ease and provide advice in accurate spoken English	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	E	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: March 2026