POST TITLE:	**Catering Officer**
RESPONSIBLE TO:	**Catering and Lunchtime Manager**
GRADE:	**NJC Band 4, SCP 6**
WORKING WEEKS:	**39 working weeks (47 paid weeks including holiday)**
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.

Main duties/responsibilities

1. To assist the Catering and Lunchtime 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 and Lunchtime 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 and Lunchtime 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 holders control.

11. Responsible to the Catering and Lunchtime 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 and Lunchtime Manager with quality control by maintaining procedures and ensuring high level of quality and standards are met.

14. Deputise for Catering and Lunchtime Manager in their absence and as required.

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

16. 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

17. To comply with all School and Trust policies including the No Smoking policy

18. 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

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

20. 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

21. To attend relevant staff meetings and training as required

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

Northern Arch Learning Partnership are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children

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

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: June 2025