



Catering Assistant

High quality catering service, strong teamwork, positive student relationships

Main Purpose of the Role

To assist in the preparation, cooking and serving of food and beverages, as directed by the Catering Manager and the Chef.

To assist in the smooth and efficient running of the kitchen, maintaining a hygienic and organised working environment and assisting with general kitchen duties as required.

This role plays a vital part in upholding the cleanliness, safety, and service standards essential to a successful school catering operation.

Key responsibilities as a Catering Assistant

- Assisting with general kitchen cleaning, including wiping down surfaces and stove tops, sweeping and mopping kitchen floors in accordance with hygiene and safety standards.
- Provide support with food preparation, all services either on the counter or on the till, and in the preparation of refreshments.
- Work efficiently and professionally in a fast-paced school kitchen environment
- Assist in catering for after-school events or functions when necessary.
- Complete all relevant on and off the job training as required.
- Assist with moving and setting up dining furniture.

Support for the School

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.

This job description is not a comprehensive definition of the post. The list above is neither exhaustive nor prescriptive and duties may vary within this framework to ensure that the post holder's strengths and experience are used most effectively and to ensure that the academy is able to respond to changes in local and/or national priorities as necessary.

Person Specification

Assessed by Application (A), Interview (I) & Reference (R)

Area		Essential	Desirable	Assessment
Qualifications	• GCSE English and Maths at Grade C or 4, or above. • Level 2 Food Hygiene Certificate		✓	A
Experience	• Experience of working in a school kitchen environment. • Some experience of food preparation, serving and food hygiene requirements. • Experience of building relationships with young people		✓	A, I, R
Skills & Knowledge	• Knowledge of allergens. • Ability to communicate effectively with team members. • Ability to communicate effectively with team students. • Orderliness.		✓	A, I, R
Personal Skills & Attributes	• Ability to follow instructions. • Honesty. • Excellent interpersonal and communication skills. • Ability to develop relationships across all aspects of the school community. • Good record of attendance and punctuality. • Ability to work as part of a team. • Adaptability. • Positive attitude to personal development.	✓		A, I, R
Personal Skills & Attributes	• Flexible approach to working hours and ability to cover for absences. • Willingness to develop new skills		✓	A, I, T, R