



## **Job Description and Person Specification: Catering Assistant**

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### **Job Description**

**Job Title:** Catering Assistant

**Grade:** 2, SCP 2

**Hours:** 10 hours per week, term-time only (Monday - Friday, 11:45 am - 1:45 pm)

**Location:** Shoreside Primary School

**Reports to:** Headteacher/Catering Manager

### **Main Purpose of the Role**

The Catering Assistant will be a key member of the school's catering team, responsible for providing a high-quality, efficient, and friendly catering service to pupils and staff. This role is essential in creating a positive and safe dining environment for all children.

### **Key Responsibilities**

- **Food Preparation and Service:**
  - Assist with general food preparation duties as directed by the Catering Manager or Supervisor.
  - Serve food to pupils and staff in a timely and professional manner.
  - Ensure a friendly and supportive atmosphere for all children during lunchtime.
- **Cleaning and Hygiene:**
  - Complete daily cleaning tasks for the kitchen, including work surfaces, equipment, and serving areas.
  - Clean the dining room, including tables, chairs, and floors.

- Wash and sanitize all dishes, utensils, and serving equipment.
  - Ensure all cleaning duties are performed in compliance with the school's hygiene and health and safety policies.
  - **Health and Safety:**
    - Adhere to all relevant Health & Safety and food hygiene regulations.
    - Report any equipment malfunctions or safety concerns to the Catering Manager immediately.
    - Maintain a clean and tidy workspace at all times to prevent accidents.
  - **Teamwork:**
    - Work effectively as part of the catering team to ensure a smooth and efficient service.
    - Communicate clearly and respectfully with colleagues, pupils, and staff.
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## Person Specification

### Essential Experience, Skills, and Attributes

- **Experience:** Previous experience working in a catering or food service environment. Experience working with children in a school setting is desirable but not essential.
- **Knowledge and Skills:**
  - Basic knowledge of food preparation and serving techniques.
  - An understanding of food hygiene and health and safety regulations.
  - Strong communication and teamwork skills.
  - The ability to follow instructions accurately.
- **Personal Attributes:**
  - **Enthusiastic and Reliable:** A proactive and dependable individual with a positive attitude.
  - **Child-Friendly Demeanour:** An approachable and supportive manner when interacting with children.
  - **Physical Stamina:** The ability to handle the physical demands of the role, including lifting, carrying, and standing for extended periods.

### Safeguarding and Compliance

We are committed to safeguarding and promoting the welfare of children. All staff must share this commitment. This role is subject to all relevant pre-employment checks, including:

- Satisfactory references.
- An enhanced Disclosure and Barring Service (DBS) check with a barred-list check.
- Online searches as part of our commitment to 'Keeping Children Safe in Education.'