

Enrich Learning Trust  
Job Description

<b>Name:</b>	
<b>Job Title:</b>	Catering Assistant
<b>Salary range / job grade:</b>	SCP 2
<b>Responsible to:</b>	Chef Manager
<b>Effective Date:</b>	1 September 2026

**Role and Context**

<b>Purpose:</b>	<p>To provide nutritious, balanced and value for money meals to students every day.</p> <p>Assisting with the catering provision at school functions, e.g, Proms, professional training days, Head Teachers meetings under the direction of the Chef Manager</p>
<b>Duties and Responsibilities:</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• To assist in the preparation, cooking and serving of food and beverages as directed by the Chef Manager</li> <li>• Ensuring Health and Safety regulations are followed</li> <li>• Maintaining outstanding levels of customer service</li> <li>• Processing sales quickly, accurately, and efficiently, using the cashless catering system</li> <li>• To follow Food Standard Agency (FSA) guidelines on nutrition and healthy eating</li> <li>• Maintain standards of cleanliness, safety and hygiene of the premises and equipment and work within guidelines of the Health and Safety and Hygiene regulations</li> <li>• To prepare the service area, hot cupboards, and other equipment in the dining room area to ensure food is served efficiently and in a hygienic environment</li> <li>• To clean all catering areas to standards laid down by the school and Chef Manager</li> <li>• To inform the Chef Manager of any defects in the equipment, or other concerns relating to Food Safety</li> <li>• To maintain confidentiality on information acquired while undertaking duties for the school</li> </ul> <p><b>Meal Planning and Meal Provision</b></p> <ul style="list-style-type: none"> <li>• Assist with increasing sales/meal numbers by fresh food innovation by providing feedback to the Chef Manager</li> <li>• Inform the Chef Manager of suggested development of recipes to support the food offer and to achieve nutritional information, costings, and allergen information</li> <li>• Have a sound knowledge and understanding of Government legislation on nutritional standards in schools as advised by the Chef Manager</li> <li>• Follow advice of the Chef Manager to ensure accurate allergen Labelling - Staff must provide information on 14 everyday allergens including nuts, milk, celery, gluten, soya, and wheat</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow advice of the Chef Manager to ensure special attention is given to Food Labelling on all prepacked for direct sale (PPDS) foods (Natasha's Law)</li> <li>• To follow guidance on the appropriate action when notified of special dietary needs of pupils</li> </ul> <p><b>Stock Control</b></p> <ul style="list-style-type: none"> <li>• Assist with checking the stock at the end of each month</li> <li>• Portion control in line with the School Food Standards is adhered to and regularly monitored</li> <li>• Ensure that wastage is minimised</li> </ul> <p><b>Safety and Hygiene</b></p> <ul style="list-style-type: none"> <li>• Under the Food Safety Act 1990 and the general Food Law Regulations 178/2020 you are responsible for ensuring that the food customers eat is safe and the quality is what customers expect</li> <li>• Using/completing daily processes as stipulated in the Food Standards Agency – Safer Food - Better Business guidance, as directed by the Chef Manager, to ensure compliance with current legislation</li> <li>• To report all accidents promptly following the school procedure</li> <li>• Assist with deliveries using a safe manual handling practice</li> </ul>
<b>General Duties:</b>	<ul style="list-style-type: none"> <li>• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust and the local authority</li> <li>• To maintain Staff and Pupil confidentiality</li> <li>• To undertake training as appropriate</li> <li>• To participate in the performance management programme</li> </ul>

**General Information and review:**

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

**Signature:**

**Date:**