



# PASSMORES COOPERATIVE LEARNING COMMUNITY

## Job Description

**Position: Catering Assistant – Passmores Academy**

**Line Manager: Jackie Montgomery – Catering Manager**

**Performance Management Reviewer: Jackie Montgomery – Catering Manager**

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**Purpose of job:** Responsible for assisting, as directed, with all aspects of the preparation and provision of a high quality food service.

**Main duties and responsibilities:**

- The preparation and simple cooking of food and beverages.
- Serving children, staff and visitors at the counter.
- Undertaking all aspects of cleaning equipment (light & heavy), walls (up to 2 metres), floors, fixtures & fittings, cooking utensils, crockery, cutlery etc. as directed.
- Preparing the dining area for use, which may involve some lifting and moving of furniture and returning the dining area to a suitable state for school use after mealtimes.
- Ensuring during service times that tables and counters are as clean as reasonably practicable.
- Maintaining a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
- Attending training as required.
- Assisting with social functions at the school which may, occasionally, be outside normal working hours.
- Reporting promptly any incidents or accidents, such as fire, theft, loss, damage, unfit food or other irregularities and taking such action as may be appropriate or possible.
- Undertaking such other duties relating to the catering service as may be required from time to time by the Head teacher.
- To play an active part in the life of the school community

## **Whole School:**

- To Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

## **Well Being and Mental Health:**

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with:** Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

## **Health and Safety**

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

## **Pastoral System**

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

## **Other specific duties**

1. To play an active part in the life of the school community

***The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher / CEO to reflect or anticipate changes in the job commensurate with the grade and the job title***

**Vic Goddard**

**CEO**

**June 2026**