



## JOB DESCRIPTION

### Catering Assistant

#### Grade

Grade 3

#### Purpose

Under the direction of the Catering Manager and Chef, provide support in the preparation, cooking and service of food, alongside related catering duties, to support the effective daily operation of catering provision.

#### Staff Responsibilities

No line management responsibility. No staff group responsibility.

#### Deployment

Cross-Trust deployment.

#### Financial Accountability

No budgetary responsibility.

#### Key accountabilities

- Teaching and Learning: support the preparation, cooking and service of food so that students can access a clean, safe and efficient dining environment during the school day;
- Assessment: follow catering procedures and hygiene expectations accurately to maintain consistent standards in food service and cleanliness;
- Behaviour Management and Student Wellbeing: support the supervision of students in the dining area and contribute to a calm, orderly and welcoming environment;
- Pastoral and Inclusion: interact with students, colleagues and visitors in an efficient, friendly and respectful manner;



# BIRCH HILL

## PRIMARY SCHOOL AND NURSERY

### JOB DESCRIPTION

- **Trust Culture:** work in line with school and Trust expectations, including safeguarding, equality, health and safety and welfare requirements;
- **Other:** undertake cleaning, washing up and any other relevant duties as required by the school.

### Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

### Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

### Main duties and accountabilities

#### Teaching and Learning

- Assist with the preparation and service of food.
- Support the preparation of food and catering areas so that food service runs safely, efficiently and in line with expected standards to support a positive daily experience for students.
- Serve food in an efficient and friendly manner.

#### Assessment

- Follow catering procedures, hygiene expectations and cleaning routines accurately.
- Maintain standards when handling kitchen equipment, tableware and catering areas.

#### Behaviour Management and Student Wellbeing

- Support the supervision of students in the dining area.
- Contribute to a calm, safe and orderly dining environment.



# BIRCH HILL

## PRIMARY SCHOOL AND NURSERY

### JOB DESCRIPTION

#### Pastoral and Inclusion

- Interact with students, colleagues and visitors in a respectful, friendly and professional manner.
- Support an inclusive dining environment through appropriate conduct and communication.

#### Trust Culture

- Work in line with school and Trust policies, procedures and expectations.
- Share the Trust's commitment to safeguarding, equality and promoting the welfare of children and staff.

#### Other

- Wash up kitchen equipment and tableware.
- Clean dining areas and kitchen premises.
- Clean kitchen equipment.
- Undertake any other relevant duties as required by the school.

#### Other requirements and responsibilities

- Enhanced DBS clearance required.
- Satisfactory employment checks and references are required.
- The postholder must ensure awareness of local safeguarding policies and procedures and report any concerns or information received as required.