



Job Description

Post Title: *School catering assistant*

Grade: *NJC Grade 1 point 3*

Responsible to: *Head Teacher, School Business Manager and Catering Manager*

Job Purpose:

- *As the member of the Kings Hedges Federation Team you will promote the school ethos and values at all times*
- *Maintain and comply with all school policies and protocols*
- *Duties include preparation of food, serving of meals, general kitchen and cleaning duties as directed ensuring 'safe food' in a hygiene environment*
- *Supporting the Cook and her team in the day to day running of the kitchen in compliance with relevant Health & Safety and Food Hygiene requirements.*

Main responsibilities and duties:

- *To help prepare and cook high quality meals for students and staff.*
- *To maintain high standards of food hygiene in the kitchen in accordance with domestic and catering standards and adhere to the requirements of Level 2 award in Food safety and Hygiene at all times.*
- *To ensure supplies are stored in accordance with domestic and catering standards.*
- *Sorting, storing and distributing ingredients*
- *To support the cleanliness and hygiene standards within the school kitchen and seating area*
- *Washing utensils and dishes and making sure they are stored appropriately*
- *Washing, peeling, chopping, cutting and cooking foodstuffs and helping to prepare salads and desserts*
- *Disposal of rubbish*
- *Cleaning the food preparation equipment, floors and other kitchen tools or areas*
- *Serving customers at the counter/hatch as required.*
- *To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations*
- *Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.*
- *Work as part of the kitchen team ensuring all daily and weekly tasks are carried out as directed by the Catering Manager*

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or catering manager to carry out appropriate duties within the context of the job, skills and grade
Safeguarding is everyone's responsibility. All staff are required to have an Enhanced DBS certificate.

Post holder signature:.....

Date:.....

Date: June 2026