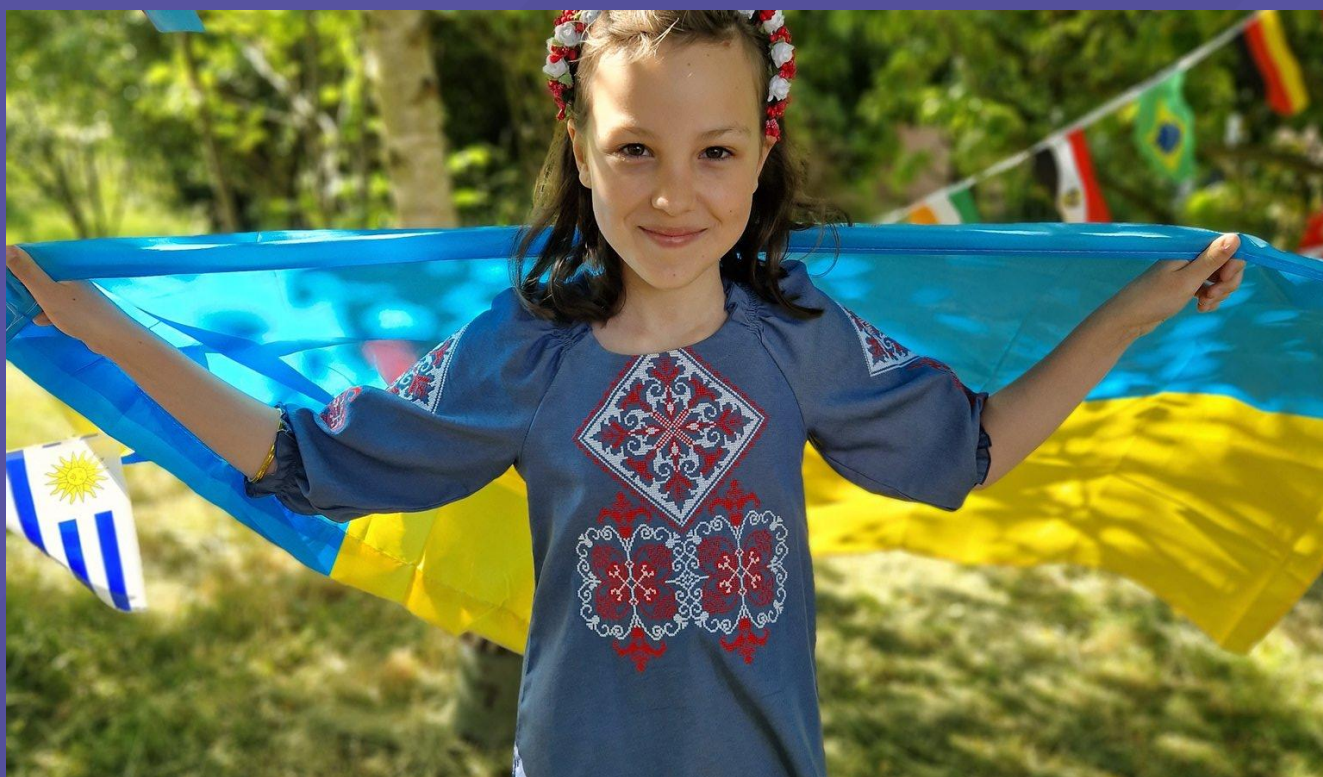




# Catering Assistant Recruitment Pack



MAT EXCELLENCE  
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WINNER 2024



Wellbeing trust of the year

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# About ASSET Education

ASSET is an Education Trust comprising 16 primary schools in and around Ipswich and north-east Suffolk. ASSET is a very special trust and, from the very beginning, we have wanted to tackle social injustice and inequality in education, giving every child the opportunity to be successful and fulfilled in their lives. Our children are our future and we want them to be the best they can be, to have confidence and a sense of service, to be empowered to make our world a more compassionate and sustainable place.

Our people are at the heart of what we do; we support one another valuing connections and relationships because we believe that when people are cared for, learning happens and humans flourish. The Complete Human Strategy looks at 6 dimensions of working life and gives staff a structured approach to collectively and individually influence their work environment and access the support they need.

We support everyone in the Trust to enjoy success, happiness, confidence and fulfilment, and to have excellent physical and mental health. Our CHS framework provides us with a practical pathway to achieving this, and is based on the 6 fundamental pillars of wellbeing.

 **Structure & Stability**

 **Expertise**

 **Positivity**

 **Relationships & Communication**

 **Place**

 **Time Well Spent**



Sarah Orves, Director of Wellbeing

***"Our unique model not only improves wellbeing for adults and children, but also provides a step-by-step toolkit to implement in any school, workplace or social setting"***

  **Complete**  
  **Human**  
  **Strategy**  
The ASSET way to wellbeing



ASSET  
Education 

# Catering Assistant

## Grade 2

### Overview

We have an ambitious, future-facing vision to equip and empower our young people to create a more compassionate, equitable and sustainable world where they personally and collectively thrive. Our tagline is "Nurturing Humanity". We want to apply these deeply held commitments of nurturing and sustainability by providing a food education that benefits children's health and wellbeing, and minimises the impact on the planet - both in terms of what children eat whilst at school, and the food choices they make as adults.

Our goals are to:

- **Improve Food Quality:** Offer fresh, wholesome meals made with high-quality ingredients.
- **Enhance Nutritional Value:** Meet or exceed dietary guidelines for children.
- **Increase Sustainability:** Prioritise local, seasonal produce, reduce food waste, and minimise environmental impact.
- **Boost Student Satisfaction:** Offer diverse, appealing menus that cater to various dietary needs and preferences.
- **Achieve Cost Efficiency:** Optimise operations to ensure cost-effectiveness without compromising quality.

The Catering Assistant is expected to assist the Chef Managers and other catering staff in all aspects of daily food preparation, serving, and kitchen cleanliness, ensuring a high standard of hygiene and customer service. This role is crucial in ensuring our pupils enjoy their lunchtime experience.

This post will involve travelling across ASSET Schools as required.

*This pack contains a Job Description and Person Specification for the role as well as details about the application and interview process.*





# Duties

## Food Preparation & Service:

- Assist with the preparation of food items, salads, and desserts under the direction of the Chef Manager.
- Set up the dining hall and serving areas before meal times.
- Serve meals to pupils and staff in a friendly, efficient, and hygienic manner, adhering to portion control guidelines.
- Replenish food on the serving counter as required.
- Assist with the clearing of dining areas after meals.

## Washing Up & Cleaning:

- Wash dishes, cutlery, cooking utensils, and kitchen equipment using dishwashers or by hand.
- Ensure all work surfaces, kitchen equipment, and the dining area are kept clean and tidy throughout the day and at the end of each shift.
- Empty bins and assist with waste disposal and recycling.
- Carry out general cleaning duties as instructed, including sweeping and mopping floors.

## Stock & Deliveries:

- Assist with the receipt, checking, and storage of food deliveries, ensuring items are put away correctly and efficiently.
- Help with stock rotation to minimise waste.

## Food Safety & Hygiene:

- Adhere strictly to all food safety regulations, including HACCP principles and cross-contamination prevention.
- Maintain high personal hygiene standards and wear appropriate uniform/PPE at all times.
- Report any equipment faults or health and safety concerns to the Chef Manager immediately.

## Teamwork & Communication:

- Work effectively as part of a team, supporting colleagues as needed.
- Communicate clearly and respectfully with pupils, staff, and visitors.
- Follow instructions accurately from the Chef Manager or Senior Catering Assistant.



# Person Specification

Criteria	Person Profile	Essential	Desirable
General	Previous experience working in a kitchen or catering environment is desirable, but not essential as full training will be provided.		✓
	An understanding of basic food hygiene principles.	✓	
	Ability to work quickly and efficiently in a busy environment.	✓	
	A positive attitude and willingness to learn.	✓	
	Good communication and interpersonal skills.	✓	
	Reliable, punctual, and able to work independently as well as part of a team	✓	
	Ability to lift and carry items safely.		✓
	Basic Food Hygiene Certificate (Level 1 or 2).		✓
	Experience working with children.		✓
	Proficient in basic IT skills (e.g., email, spreadsheets for stock management)		✓

## Application

If you are interested in this role with ASSET Education please apply through MyNewTerm outlining how you meet the requirements of the person specification, and how your experience could enable us to bring our vision to life.

## Interview Process:

Shortlisted candidates will be invited to attend an interview and all communication with details will be provided through My New Term.

