



**The Trafalgar
School** AT DOWNTON

Job Description

CATERING ASSISTANT

MAY 2026

EDUCATION



Job Description

Main Purpose

To provide catering support in the preparation, cooking and serving of food and beverages plus related catering duties.

Key Duties and Responsibilities

- To prepare the dining areas for service, which may include moving and/or setting up furniture and trolleys, cleaning putting away after service
- To prepare the service area, hot cupboards and other equipment as instructed
- To assist in the preparation, cooking and serving of food and beverages as instructed
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment
- To serve food to students and colleagues
- To operate till at service
- To clean catering areas and dining areas to regulated standards as directed
- To ensure all duties are carried out in accordance with Health & Safety regulations and with due regard to Child Protection and Safeguarding
- To undertake any training and development for the better fulfilment of the post
- Act at all times as an ambassador for the school and model behaviour which upholds our Trafalgar values and ethos
- Foster good relationships with colleagues, students and the wider community
- Demonstrate a commitment to personal professional development
- Carry out other duties as may reasonably be assigned by the Catering Manager.

Supervision and Management

The jobholder does not have regular supervisory responsibility for staff but is required to assist with work familiarisation for new recruits and trainees.



Person Specification



Knowledge & Skills

Essential:

- Qualifications - GCSEs (or equivalent) including English and Maths Grade 4 or above
- Good communication and interpersonal skills
- Ability to work independently, take initiative and also able to work as part of a team
- Previous work in the catering industry.

Desirable:

- Customer Care
- Understanding of Health & Safety in practical environments
- Food preparation knowledge.

Personal Attributes

- Physically fit and able to meet the demands of a busy environment
- Ability to work calmly and under pressure
- Ability to react appropriate to emergency situations
- Attention to detail and meticulous
- Ability to prioritise own workload
- Positive, enthusiastic, and approachable
- Strong attention to detail and commitment to high standards
- Flexible and proactive with a "can-do" attitude
- Committed to personal and professional development
- A sense of humour
- Helpful and positive attitude in a busy environment
- The ability to build and maintain positive and productive relationships with colleagues and students.

