



Catering Assistant – Job Description

St Jude's CofE Primary Academy

Grade 2 SCP 2 to 3

Hours – 20 hours

Purpose of Post

To support the effective delivery of a high-quality, nutritious catering service that meets the needs of pupils, staff and visitors. The role ensures safe food preparation, excellent hygiene standards, and a positive dining experience, contributing to the health, wellbeing and overall ethos of the academy.

Key Responsibilities

Food Preparation & Service

- Assist with the preparation, cooking and presentation of food
- Prepare sandwiches, salads, snacks, vegetables and simple dishes following set recipes and portion guidelines.
- Serve meals efficiently and politely to pupils, staff and visitors.
- Refill counters, salad bars and service stations as required.

Food Safety & Hygiene

- Maintain the highest standards of cleanliness and food hygiene in line with Food Safety Act, Food Hygiene Regulations, and academy/Trust policies.
- Follow HACCP procedures, temperature monitoring and allergen control processes.
- Carry out daily cleaning duties including washing up, sanitising equipment, wiping surfaces and cleaning dining areas.
- Correctly operate and maintain kitchen equipment, reporting faults promptly.

Allergen & Dietary Compliance

- Adhere to the academy's allergen management system and ensure correct labelling and service practices.
- Support safe provision of meals for pupils with special dietary needs.

Health & Safety



Follow all school health and safety procedures and risk assessments.

- Use cleaning chemicals safely and wear PPE as required.
- Maintain awareness of emergency procedures including fire safety and first aid protocols.

Customer Care & Ethos

- Promote a friendly, welcoming environment and encourage positive lunchtime behaviour.
- Model the academy's/Trusts values and contribute to the overall safeguarding culture.
- Work collaboratively with colleagues to ensure smooth running of the catering operation.

Operational Support

- Assist with storage and rotation of stock, checking deliveries and reporting shortages.
- Undertake training, including food hygiene and safeguarding.

Safeguarding

- All staff who work at the school have a responsibility for promoting and safeguarding the welfare of children
- To support the overall welfare, health and school ethos
- To adhere to the Trust's and Academies policy and practice
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

General

- To lead by example and embody the school values for students, staff, governors and parent/carers
- To carry out any duties, as reasonable, requested by the Cook and leadership team
- To adhere to rules, regulations, legislation and procedures in the academy and Trust
- To maintain professionalism and confidentiality of information acquired in the course of undertaking duties of the school

This job description is not necessarily a comprehensive definition of the post. It will be reviewed appropriately and is subject to modification or amendment.



Person Specification – Catering Assistant

Criteria	Essential	Desirable
Qualifications/ Training	Basic Food Hygiene Certificate (Level 2) or willingness to obtain. Willingness to undertake safeguarding training.	Level 2 Award in Food Preparation/Catering. First Aid training.
Experience	Experience working in a kitchen or catering environment. Experience of safe food handling and cleaning practices.	Experience in an educational catering setting. Experience of working with children or young people.
Knowledge	Knowledge of basic food hygiene and safe kitchen equipment use. Understanding of allergen awareness and dietary needs. Awareness of safeguarding responsibilities.	Knowledge of school meal nutritional standards. Understanding of HACCP processes.
Skills & Abilities	Ability to follow instructions and work as part of a team. Good communication and interpersonal skills. Ability to work efficiently in a busy environment. Maintain high standards of cleanliness.	
Personal Qualities	Reliable, punctual and trustworthy. Positive and approachable. Commitment to high standards.	Interest in child nutrition and wellbeing.



	Flexibility to support school events.	
Safeguarding	Commitment to safeguarding and willingness to undergo enhanced DBS check.	