



HCAT

Catering Assistant

EDUCATE. EMPOWER. INSPIRE.

Job Description – Catering Assistant

Job Title:	Catering Assistant
Grade:	Grade 2
Responsible to:	Head of Kitchen/Head of School
Date Agreed:	10.09.2026

Purpose of the Post:

To support kitchen operations by preparing and cooking simple menu items, serving food, and carrying out general cleaning duties. Ensure compliance with food safety, hygiene, and cleanliness standards at all times.

Duties and Responsibilities:

Catering Responsibilities

- Undertake basic preparation of food and beverages such as vegetables, salads, sandwiches, snacks, desserts, sauces, gravies and custards etc.
- Carry out preparation and cooking of food.
- Assist with the packing and transporting of meals to relevant service points.
- Assist with the serving of meals to customers.
- Undertake general cleaning duties such as washing up, cleaning surfaces, equipment, dining areas and storage areas.
- Carry out dining room duties such as moving furniture including counters/trolleys and setting up dining areas.
- Encourage pupils/customers in the taking of meals, ensuring they are served in respect of quality, quantity and presentation standards.
- Deal politely and efficiently with customers, escalating and reporting complaints when required.
- Ensure compliance with Health and Safety, hygiene regulations and cleanliness policies and procedures.
- Undertake temperature monitoring as required, ensuring compliance with kitchen hygiene rules.
- Completion of paperwork under the direction of the Head of Kitchen.
- Ordering of food and portion control in the Head of Kitchens absence.
- Assist the Head of Kitchen in checking of deliveries of catering and cleaning materials.
- Reporting catering equipment repair requirements to the Head of Kitchen.

Safeguarding Responsibilities

- A commitment to safeguarding and promoting the welfare of children and young people.
- Adhere to statutory guidance, including *Keeping Children Safe in Education*.
- Be vigilant to signs of abuse or neglect and report concerns immediately in line with school procedures.
- Contribute to a strong safeguarding culture across the school.

General Responsibilities

- Uphold the values and ethos of the Trust and school.
- Promote equality, diversity and inclusion in all aspects of the role.
- Work collaboratively with colleagues across the school and trust.
- Participate in training, professional development and performance review.
- Comply with all relevant policies (e.g. Health & Safety, Data Protection, Safeguarding).
- Undertake other duties appropriate to the grade, as directed by senior leaders.

To undertake any other duties commensurate with the grade and responsibilities of the post, as directed by the Head of Kitchen, Head of School, Executive Leader or Trust leadership.

This job description is not exhaustive and may be reviewed and amended, in consultation with the postholder, to reflect changes in organisational requirements, statutory guidance or the strategic direction of the Trust.

Employee Specification – Catering Assistant

Criteria Number	Attributes	Criteria	How Identified	Rank
1	Qualifications and Training	Level 2 Food Hygiene certificate or willingness to obtain within 3 months of employment.	Application form / Interview	Essential
2		Basic literacy and numeracy skills.	Application form / Interview	Essential
3	Experience	On the job catering experience in a catering unit.	Application form / Interview	Desirable
4	Knowledge	Awareness of relevant policies and procedures (e.g. health and safety, safeguarding, GDPR).	Application form / Interview	Essential
5		Basic understanding of first aid procedures.	Application form / Interview	Desirable
6	Skills	Ability to work to timescales and deadlines.	Application form / Interview	Essential
7		Deal with customers in a polite, courteous, and friendly manner.	Application form / Interview	Essential
8		Ability to work flexibly as part of a team.	Application form / Interview	Essential
9		Communicate and liaise with team members.	Application form / Interview	Essential
10		Ability to follow instructions.	Application form / Interview	Essential
11	Additional Requirements	Willingness to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	Application form / Interview	Essential
12		Willingness to undertake training and continuous professional development in connection with the post.	Application form / Interview	Essential
13		To work in accordance with the Trust's values and behaviours.	Application form / Interview	Essential
14		Commitment to safeguarding and promoting the welfare of children.	Application form / Interview	Essential
15	Compliance	Willingness to comply with Trust policies (Safeguarding, Health & Safety, GDPR).	Application form / Interview	Essential