

Job Description



This Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Post Title	Catering Assistant
School	Dorridge Primary School
Band and Salary	Band A
Responsible to	Catering Manager
DBS Check	Yes - Enhanced

1. Job Purpose

The post holder will assist with the preparation and serving of meals, refreshments and other catering services

2. Key Responsibilities

2.1 Main Duties

Preparation and some cooking of food under the supervision of the Catering Manager or other immediate Supervisor to required work instructions and quality standards.

Complete any necessary associated documentation required relating to the provision of meals and staffing (e.g. recording food temperatures, meals served, hours worked etc).

Prepare the dining room for service, placing out and putting away of dining room tables, chairs and utensils as required.

Prepare the counter for service placing out relevant utensils etc and carry out delegated tasks for counter operation e.g. garnishing of food and ensure the counter serviced runs smoothly and professionally.

Transport food between service points, serve meals and assist the customer in choice of dishes, ensuring any special dietary requirements are met.

Operate the till system and assist with monitoring of meals recorded.

Develop and maintain effective communication and relationships with all our customers and staff, responding to individual needs to promote and develop quality services.

Complete cleaning duties as required, including:

- washing up kitchen and dining equipment and utensils, including the use of an

	industrial dishwasher - cleaning kitchen production, preparation and storage areas; - cleaning walls (up to 6 feet), floors, work surfaces, internal kitchen windows and heavy kitchen equipment and counters; - maintaining the dining room in a clean and tidy state and carry out spot cleaning of spillages. Comply with any other reasonable instructions given by the Catering Manager, Deputy or other Supervisor. Follow relevant Health and Safety regulations and correct hygiene and safety procedures at all times. Set and maintain a high standard of food quality presentation and service to increase up-take of meals. Assist in the development of and ensure the effective promotion of the service through merchandising and marketing in accordance with Arden Multi Academy Trust policies. Be immaculately presented in the correct uniform and always maintain good personal hygiene. Any other duties consistent with the job purpose, role and grade, including training or catering outside normal working hours or during holidays, and working the designated Cleaning Days/Inset Days.
2.2	People
	No management or supervisory duties.
2.3	Safeguarding
	The Trust is committed to keeping children, young people and adults at risk safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and adults at risk for whom she/he is responsible or comes into contact with.
2.4	Financial
	To assist in the monitoring and control of all relevant financial and administration systems, liaising with your line manager to meet existing and future requirements. For example: • Using the till system • Cashless system • Portion control • Minimise wastage • Use of standard menu and supporting recipes • Stock control
2.5	Buildings & Equipment
	Ensure the safe and proper use of any relevant buildings and equipment in accordance with Trust Policy.
2.6	Health & Safety
	Health and safety laws require all employees to help the Trust maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Trust, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

		All duties and responsibilities must be carried out in line with the Trust's Health and Safety Policy and any local safety procedures.
	2.7	Information Management
		As an employee of Arden Multi Academy Trust, the post holder will be expected to manage information in accordance with standards outlined in the relevant policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.
	2.8	Policies & Procedures
		The post holder will be accountable for ensuring that he/she is aware of relevant Trust policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions	
	3.1	Mobility
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Trust.
	3.2	Equal Opportunities
		Arden Multi Academy Trust is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Trust therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The Trust is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs and to maintain a professional portfolio of evidence to support the Appraisal process, evaluating and improving own practice.
	3.5	This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Chief Executive, Headteacher or the incumbent of the post.

Last Updated by:

Angela Berry	Trust Catering Manager	April 2026
Michele Bull	HR Manager	April 2026