



**St Teresa
of Calcutta**
MULTI ACADEMY COMPANY

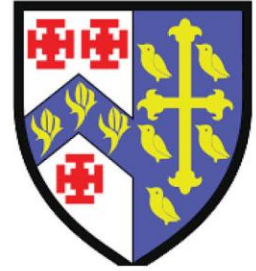
Archbishop Isley Catholic School

Let your light shine



Recruitment Pack

JOB DESCRIPTION



Post: Canteen General Assistant
Reports to: Senior Catering Manager
Start Date: September 2026
Hours: 15 hours per week, 3 hours per day

Job Purpose

To uphold and support the Catholic ethos of the school.

Under the direction of the Catering Manager and Deputy Catering Manager to be responsible for preparation, cooking, presentation and service of all food and beverages to the standard required of the School.

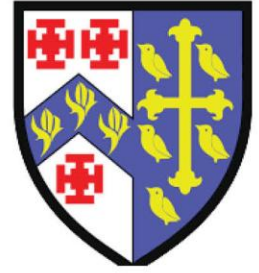
Key Responsibilities

General Duties

To assist in the basic preparation of food and refreshments, which may include some cooking.

- b) To assist in the care and cleaning of all kitchen equipment
- c) To prepare dining rooms, including the laying of tables when necessary.
- d) To erect and dismantle dining room furniture where necessary.
- e) To serve meals and other refreshments
- f) To assist in the cleaning of the kitchen, dining room and kitchen equipment
- g) To keep food wastage to a minimum.
- h) To maintain at all times an appropriate standard of dress and appearance.
- i) To assist, when necessary, with the promotion of the catering service.
- j) To attend meetings as requested by Catering Manager
- k) To assist the Catering Manager and Deputy in organising special functions/hospitality on an occasional basis.
- l) Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- m) To ensure all tasks are carried out with due regard to Health and Safety and food hygiene regulations

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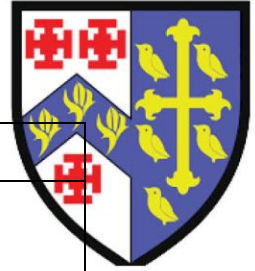


- n) To undertake appropriate professional development including adhering to the principle of performance management.
- o) Any other duties as commensurate within the grade in order to ensure the smooth running of the school catering service

ARCHBISHOP ILLSLEY CATHOLIC SCHOOL

Person Specification

JOB DESCRIPTION



	Essential	Desirable
Education and Qualifications	Reasonable numeracy and literacy skills	
	Basic IT skills	
Relevant Experience	- General knowledge of catering - Knowledge of Health & Safety	- Experience of working in a similar environment - Working with conflicting demands
Skills and abilities	- Able to work under pressure and meet deadlines - Able to follow recipes and weigh ingredients accurately - Able to work on own initiative or as part of a team	- Excellent interpersonal skills - Able to identify priorities and organise work accordingly
Other	- Excellent attendance and punctuality - Willing to undertake appropriate training - Awareness of basic hygiene standards - Tidy, professional appearance and manner	

JOB

DESCRIPTION

