



Parmiter's School Job Description

Post: Catering Assistant

Salary: H2 + fringe allowance

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job context

The **Catering Assistant will work as part of a team** (main school kitchen, Café6 and Snack Shack) to provide an efficient catering service to staff and students. They will assist with the preparation of meals for the school in line with the relevant Food Safety Legislation. The Catering Assistant will demonstrate exemplary character as befits the position.

Main responsibilities

- To prepare **nutritious and healthy school meals** for staff and students in strict accordance with the published menu and **statutory hygiene requirements**.
- To have an understanding of and be able to respond to any **special dietary requirements**.
- To serve food and inform customers about **allergens** and **ingredients**.
- To work on **cashless catering tills**.
- To **clean** the kitchen and serving areas.
- To prepare catering for **functions** as required.
- Other reasonable tasks as required by the Line Manager.

The Catering Manager has line management responsibility for this position.

Personal Development

- To **participate in** and **contribute to** department meetings
- To engage in and build on positive **working relationships** within the department.
- To reflect and act on **feedback** and undertake relevant CPD and training as identified.
- To attend departmental and school briefings and meetings
- To undertake **annual reviews** in line with the school's Appraisal Policy for Support Staff.

Promotion of the department

- To make a **positive contribution** to the life of the school and **exemplify the school vision and values**.
- To promote, advocate and follow all **school policies**.

While every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified and the post holder may be asked to undertake any other task reasonably requested by the department leadership or the Senior Leadership Team. This job description will be reviewed annually and may be changed to reflect or anticipate changes in the post, which are commensurate with the salary and job title.

Person Specification evidenced by application form and interview

	Essential criteria	Desirable criteria
Qualifications		<ul style="list-style-type: none"> ● Food and hygiene certificate
Previous work experience		<ul style="list-style-type: none"> ● Catering experience ● Customer service experience
Professional skills & experience	<ul style="list-style-type: none"> ● Ability to deal with the physical demands of the post, including lifting and carrying and contact with hot substances, ovens and hot plates ● Excellent organisational, planning and prioritisation skills ● Ability to work to deadlines with minimum supervision ● Commitment to the protection and safeguarding of children 	
Other professional qualities	<ul style="list-style-type: none"> ● Integrity and trustworthiness ● Dependability ● An ability to work independently and as part of a team in a busy environment ● The ability to show initiative and prioritise. ● Strong communication skills and organisational skills. ● A “can-do” attitude ● A willingness to learn and adapt ● A keen eye for detail ● An expectation of high standards 	