

JOB DESCRIPTION & PERSON SPECIFICATION

CASUAL CATERING ASSISTANT

Catering Department | Casual | As soon as possible



IPSWICH SCHOOL

Role overview

DEPARTMENT	Catering	REPORTS TO	Catering Operations Manager
CONTRACT	Casual	HOURS	TBC
SALARY	£12.71 per hour	HOLIDAY	N/A
LOCATION	Ipswich School	START DATE	ASAP
PROBATION	N/A	DIRECT REPORTS	None

Job purpose

An opportunity to make a difference.

Ipswich School is seeking a reliable and hardworking Casual Catering Assistant to join our dedicated catering team. This is a vital role supporting our provision of high-quality, nutritious meals to pupils and staff. You will play a key part in ensuring our catering facilities are clean, efficient, and welcoming, and that pupils enjoy a safe, hygienic and pleasant mealtime experience.

Key responsibilities

You'll play an important role by:

MAIN RESPONSIBILITIES

- Serve nutritious meals to pupils and staff during service, in a friendly and professional manner

- Provide support to the chefs and kitchen team by ensuring crockery, cutlery, utensils, and kitchen equipment are washed, sanitised, and stored correctly using the dishwasher or manual methods
- Set up and clear down dining areas, including sanitising tables and high-touch surfaces in line with hygiene protocols
- Ensure food is served safely, following relevant dietary, allergy and portion control guidelines
- Maintain a clean and hygienic working environment, including sweeping and mopping floors, emptying bins, and cleaning kitchen surfaces and equipment
- Dispose of waste appropriately, following the school's recycling and hygiene policies
- Be polite and helpful to pupils, staff and visitors, creating a positive dining environment
- Attend required training, including safeguarding and food hygiene

HYGIENE, HEALTH AND SAFETY

- Wear the uniform/personal protective clothing issued as appropriate, and as directed by the Catering Managers.
- Work safely and efficiently at all times, following C.O.S.H.H. and Health & Safety guidelines when using cleaning products
- Jewellery should not be worn.
- Adhere to responsibilities under the School's Health, Safety and Welfare Policy.
- Only use chemicals that are in the correct bottles, and ensure they are used correctly.

OTHER RESPONSIBILITIES

- Attend basic hygiene and safeguarding children training as required.

Working relationships

Reports to	Catering Operations Manager
Direct reports	None
Key relationships	Working closely with the catering team
Safeguarding	Safeguarding and promoting the welfare of children Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. All employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with, and must comply with the School's Child Protection and Safeguarding Children Policy at all times. Any actual or potential concerns about a child's safety or welfare must be reported through the School's safeguarding procedures. Employees are expected to attend safeguarding training as directed.

We're looking for someone who...

Criteria	Essential	Desirable
QUALIFICATIONS		
Safeguarding Children		•
Basic Food Hygiene	•	•
EXPERIENCE		
1 years experience in a similar role		•
Good interpersonal and team working skills		•
KNOWLEDGE & SKILLS		
Experience in a similar role		•
Reliability and punctuality	•	•
PERSONAL ATTRIBUTES		
Flexibility to provide cover at short notice		•
Hard working and enthusiastic	•	•
SAFEGUARDING / PROFESSIONAL REQUIREMENTS		
Child protection screening, including checks with past employers and the Disclosure and Barring Service.	•	•

Standard requirements

These statements form part of every Ipswich School job description unless HR policy changes.

EQUALITY, DIVERSITY & INCLUSION

Ipswich School is committed to equality, diversity and inclusion and welcomes applications from all suitably qualified candidates.

GENERAL DUTIES

The responsibilities set out in this job description describe the main expectations of the role and are not intended to be an exhaustive list. The post holder may be asked to undertake other reasonable duties of a similar level and nature. The job description may be reviewed and amended from time to time, following consultation, to reflect the needs of the School and the professional development of the post holder.

SAFEGUARDING

The post holder is responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact. They must comply with the School's safeguarding policies and procedures, report concerns promptly and attend safeguarding training as directed.

Creating Extraordinary Staff...