

**JOB DESCRIPTION**

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| Job Title: | Catering Assistant |
| Salary Grade: | GRADE C SCP 3 or 4 (depending on experience)  £24,027- £24,404 pro rata  Actual Salary £11,121 - £11,295 |
| Hours: | 20 hours per week, Term time plus inset days  10.30am to 14.30pm Monday to Friday |
| Responsible to: | Catering Manager |

#### Main Job Purpose

1. Assist in the preparation, cooking and serving of meals (under the direction of the Catering Manager)
2. Carry out general washing up and cleaning duties.

# Main Responsibilities and Duties

1. Assist in all aspects of food preparation: the cooking and serving of meals.
2. Prepare the area for meals.
3. Carry out washing-up, cleaning of equipment and kitchen area, as directed, including “deep Clean” during the school closure periods.
4. Clear and clean the dining and kitchen areas.
5. Prepare beverages as directed.
6. Work a till and providing a good level of customer service.
7. Undertake such duties as may be required from time to time to commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Knowledge and Skills**

1. Food hygiene certificate required.
2. Experience of food preparation.
3. Understanding stock control and ordering methods.

# Generally:

1. Support the school’s fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.
2. Retain the confidentiality of all aspects of school life.
3. Comply with all decisions, policies and standing orders of the school and BCP; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the GDPR / Data Protection Act.
4. Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the school’s agreed procedure.

Prepared by: Human Resources

Date: May 2025