

# **Lytchett Minster School**

## **Job Details and Person Specification**

**Post: Catering Assistant**

**Job ref:**

**Reports to: Business Manager**

**Reviewed: July 2025**



### **Main job purpose**

The Catering Assistant will play an essential role in supporting the day-to-day operations of the school kitchen and catering services. The successful candidate will work under the direction of the senior kitchen staff to ensure the efficient preparation, cooking, and serving of a wide variety of hot and cold food items. This position requires a flexible, proactive, and enthusiastic approach, as well as a commitment to maintaining the highest standards of food hygiene and kitchen cleanliness.

### **Main duties**

There are a number of established responsibilities and duties including:

1. To assist in the preparation of ingredients and the cooking of meals, ensuring that all food is prepared to the required standards of quality, taste, and presentation. This includes supporting the preparation of hot main meals, cold dishes, salads, desserts, and other menu items as directed.
2. To support in the serving of food to students, staff, and visitors, ensuring that portion control is adhered to and that service is carried out in a friendly and efficient manner, thereby contributing to a positive dining experience for all.
3. To operate, when required, the café tills and assist with general café service, maintaining a high level of customer service and ensuring accurate entry.
4. To undertake general washing up duties, including the cleaning of kitchen equipment, utensils, crockery, cutlery, and surfaces, ensuring that all items are properly sanitised and stored in line with food safety regulations.
5. To carry out regular cleaning tasks within the kitchen and surrounding areas, including floors, walls, storage areas, and refrigeration units, in order to maintain a safe, hygienic, and organised working environment at all times.
6. To assist in the receipt and storage of deliveries, ensuring that stock is rotated appropriately and stored in compliance with health and safety standards and food hygiene guidelines.
7. To adhere strictly to all health and safety policies and procedures, including food hygiene standards and allergen awareness, and to participate in any necessary training to ensure compliance and personal development within the role.
8. To provide cover for colleagues during periods of absence or peak service times, demonstrating flexibility and a willingness to support the broader catering team wherever needed.
9. To ensure that all packaged food items have the correct labelling to comply with statutory and school regulations.
10. To control food wastage.
11. To report any customer comments or complaints and take any necessary remedial action if appropriate.
12. To report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
13. To adhere to and maintain COSHH regulations in the kitchen.

14. To promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
15. To carry out any other duties that are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by your line manager or his/her higher level of authority.

### **Person Specification**

The ideal candidate will be reliable, hardworking, and able to work effectively as part of a team. A positive and friendly attitude towards students, staff, and visitors is essential. Good communication skills, attention to detail, and an understanding of the importance of maintaining high standards of hygiene and safety are critical for success in this role.

Previous experience in a catering or kitchen environment would be advantageous but is not essential, as training will be provided.

### **Essential**

- Basic reading, writing and numeracy skills
- Familiarity with the safe and proper use of any specialist equipment for which the post will be responsible (or willingness to take appropriate training)
- Health & Safety accreditation (or willingness to take appropriate training)
- Excellent communication skills working with young people and colleagues at all levels
- Flexible attitude – ability to work either alone or as part of a team
- Ability to overcome the peaks and troughs of routine daily provision alongside special events
- General level of fitness commensurate with the requirements of the job description

### **Desirable**

- Previous relevant experience
- Capability and willingness to work extra hours a few days per year as needed

## **Conditions of Service**

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|---------------------------|---|
| <b>Salary Grade:</b>      | Grade 3 (spinal column points (SCP) 3-4)<br>£24,027 - £24,404 per annum pro rata (£12.45 - £12.65 per hour)                 |
| <b>Contract type:</b>     | Permanent   |
| <b>Contractual weeks:</b> | Term time only  |
| <b>Annual Leave:</b>      | Leave entitlement including bank holiday payments included in salary – <u>no</u> entitlement to take leave during term time |