

Lytchett Minster School

Job Details and Person Specification



Post: Catering Assistant

Job ref:

Reports to: Business Manager

Reviewed: September 2026

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 and responsibilities

There are a number of established responsibilities and duties including:

1. To provide an efficient and effective meal service to students while understanding their needs and requirements and exceeding them wherever possible. Taking extra care when preparing meals for individuals with allergies, intolerances or specific dietary needs.
2. Help with the preparation of high quality freshly prepared meals, sandwiches, wraps and baked goods along with generally assisting as required.
3. Assist with unpacking and storing deliveries of groceries, along with stock organisation.
4. Wash up, including operating the dishwashers and storing items away after drying.
5. Maintain high standards of cleanliness and hygiene throughout the kitchen and dining areas. Clean and sanitise kitchen equipment, surfaces and work areas in line with food hygiene requirements.
6. Wear appropriate PPE when required and follow all Health and Safety, food safety and safeguarding procedures.
7. To operate, when required, the café tills and assist with general café service, maintaining a high level of customer service and ensuring accurate entry.
8. Help create a positive, friendly and supportive environment.
9. Maintain confidentiality.
10. To attend or undertake training courses and meetings as required.

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.

1. Be able to demonstrate a flexible approach in the delivery of work.

2. The post holder must be capable of working effectively as part of a team but also of lone working and being proactive in ensuring that tasks and duties are completed without need of further instruction.
3. A genuine caring and compassionate approach when working with children and young people.
4. The post holder may be required to perform duties not specifically identified in the job description, but which are commensurate with the general responsibilities of the post.
5. Awareness of the importance of allergies, dietary requirements and nutritional needs.

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

Salary Grade:	Grade 3 (spinal column points (SCP) 3-4) £25,614 - £26,016 per annum pro rata (£13.28 - £13.48 per hour)
Hours:	Core hours 11am until 2pm Monday to Friday. Additional hours may be available for the right candidate.
Contract type:	Fixed term until Easter 2027
Contractual weeks:	Term time only
Annual Leave:	Leave entitlement including bank holiday payments included in salary – <u>no</u> entitlement to take leave during term time