

**Woodside Primary Academy  
Job Description**



|                          |                           |
|--------------------------|---------------------------|
| <b>Job Title:</b>        | <b>Catering Assistant</b> |
| <b>Responsible To:</b>   | Catering Leader           |
| <b>Grade/ Pay Range:</b> | Scale 2 [Range 3 – 4]     |
| <b>Hours/ Weeks:</b>     | 25 Hours Term Time        |

**PURPOSE OF JOB**

Taking instructions from the Cook and the Catering Leader, to assist with the preparation and service of food and the cleaning of the catering premises and equipment.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To understand and comply with Food Hygiene Regulations.
2. To assist in the preparation and service of meals and beverages as directed.
3. To serve food and beverages in a pleasant and professional manner, ensuring good customer service.
4. Whilst on duty, to wear the correct uniform at all times.
5. To carry out all cleaning duties as required.
6. To tidy and clean hall area including setting out and putting away of dining furniture.
7. To clear away and wash-up after meal service.
8. To clear floors, furniture and equipment in the kitchen, servery, and ancillary areas.
9. To convey equipment necessary for the consumption of food and beverages from the kitchen to the service area and back, having due regard for the Health and Safety of all.
10. To operate kitchen equipment, as required, after training.
11. To maintain a satisfactory pace of work through open consultation with your Supervisor.
12. To unpack and store stock on a rotational basis.
13. To be flexible and participate in the rotation of kitchen tasks to become proficient in all roles within grade of the post.

14. To be committed to, and comply with, all school policies.
15. To support the service of food and beverages when directed in a pleasant and professional manner, ensuring good customer service.
16. To participate in continuing professional development opportunities as identified in Appraisal and ensuring ability to fulfil role effectively.
17. To work effectively and successfully in your team. To attend and participate in relevant meetings as required including team briefings and appraisals.
18. To undertake any other temporary duties in line with the basic objectives of the post as required by the Cook and Catering Leader.
19. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
20. To comply with Safeguarding guidelines and procedures for children and vulnerable adults.
21. To understand and comply with the school Equal Opportunities policy and to ensure it is implemented in the areas of responsibility.
22. To contribute and attend whole school community events held by the school including occasional events held at the weekend.

**Other Requirements:**

1. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure & Barring Service.
2. To undertake any other temporary duties in line with the basic objectives of the post as required by the Cook and Catering Leader.

**Woodside Primary Academy  
Person Specification - Catering Assistant**

| <b>JOB REQUIREMENTS</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Method of Assessment<br/>I/R/A*</b> |
|--|------------------|------------------|--|
| <b>Qualifications</b>  |                  |                  |  |
| Good general standard of Education   | ✓                |                  | A                                      |
| Valid Food Safety certificate or commitment to obtain qualification.           | ✓                |                  | A                                      |
| <b>Experience</b>  |                  |                  |  |
| Experience of working in a school setting or similar environment               |                  | ✓                | I/A                                    |
| <b>Skills, knowledge and Understanding</b>                                     |                  |                  |  |
| A positive attitude to working with children.                                  | ✓                |                  | I/A                                    |
| Work effectively as part of a team   | ✓                |                  | I/A                                    |
| Good communication skills  | ✓                |                  | I/A                                    |
| Ability to work calmly and with patience                                       | ✓                |                  | I/A                                    |
| A strong commitment to equality  | ✓                |                  | I/A                                    |
| Evidence of commitment to safeguarding and protecting the welfare of children. | ✓                |                  | I/A                                    |
| Basic understanding of Health & Safety   |                  | ✓                | I/A                                    |

|   |   |  |     |
|---|---|--|-----|
| <b>Other Requirements</b>   |   |  |     |
| Ability to undertake bending and lifting in the course of their duties e.g. lifting trays of food, moving food stores following deliveries, lifting service and kitchen equipment | ✓ |  | I/A |
| Flexible approach to work, needs and service delivery   | ✓ |  | I/A |
| High standard of punctuality and trustworthy  | ✓ |  | I/R |
| A commitment to on-going personal development and willingness to undertake appropriate training.  | ✓ |  | I/A |
| Appointment to the post is subject to a satisfactory enhanced DBS clearance   | ✓ |  | I/A |

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

\*I - Interview    A - Application Form    R – Reference