



JOB PROFILE  
WHITE SPIRE SCHOOL

**Post Title:** Catering Assistant  
**Responsible to:** Head Teacher / Catering Manger  
**Grade:** C1 **Hours:** 10am – 1.45pm

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**Purpose of job:** To assist in the unpacking, regenerating and serving of food and beverages

**Key Objectives**

1	Follow food hygiene and cleanliness in the serving area in accordance with Health and Safety, food hygiene and COSHH regulations at all times
2	Operate food regenerating equipment, following training.
3	Undertake cleaning and washing up as directed in the serving and dining areas
4	Refill and replace sauces, condiments and other consumables
5	Assist with moving and setting up dining furniture

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

**Scope**

- Provides basic services to pupils by serving food
- Responsible for the safekeeping and use of equipment, supplies and consumables.
- Standing for periods of time whilst unpacking, regenerating, serving food; involves carrying weights, such as food containers.
- Work is in a dining/ catering area where conditions may be noisy and uncomfortable.

**Work Profile**

- Assist in the unpacking, regenerating and serving of food and beverages
- Operate food regenerating equipment, following training.
- Individuals in this role may also:
- Undertake cashier duties
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Person Specification

Skills and Knowledge		Level	Assess by:
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time	<u>A</u>	<b>A</b> Application <b>I</b> Interview <b>T</b> Testing <b>R</b> Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience	<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role	<u>E</u>	
<b>Qualifications</b>	Food Hygiene Certificate		<b>X</b> <b>A</b>
<b>Skills / Experience</b>	Procedural knowledge of food preparation and serving		<b>X</b> <b>A</b>
	General catering experience including supervision		<b>X</b> <b>A</b>
Competencies		Level	Assess by:
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area	<u>A</u>	<b>A</b> Application <b>I</b> Interview <b>T</b> Testing <b>R</b> Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements	<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice	<u>E</u>	
<b>Planning and organising work</b>	Working to set daily routines		<b>X</b> <b>I</b>
<b>Influencing and interpersonal skills</b>	Informal information exchange with staff and pupils		<b>X</b> <b>I</b>
	Occasional interaction with suppliers		<b>X</b> <b>I</b>
<b>Using initiative</b>	Dealing with day to day issues and problems		<b>X</b> <b>I</b>
<b>Working independently</b>	Supervising food prep in the absence of more senior staff		<b>X</b> <b>I</b>
<b>Managing people</b>	Working as part of a team		<b>X</b> <b>I</b>
<b>Managing resources</b>	Ensuring food storage and handling procedures are adhered to		<b>X</b> <b>I</b>
	Ordering		<b>X</b> <b>I</b>
<b>Managing risk</b>	Awareness of health and safety, food safety and child protection (where necessary) policy and procedures		<b>X</b> <b>I</b>
<b>Managing oneself</b>	Awareness of opportunities for self-development		<b>X</b> <b>I</b>



