Role Title	Typically reports to
Catering Assistant	Catering Manager
Band/Pay Scale	**Date of profile**
Band 1 (SCP 3) Proata - £8415 per annum FTE - £25614	November 2026
Working weeks	**Hours per week**
36 weeks (term time only)	15

Purpose of the role (job statement)

To assist in the preparation, cooking and serving of meals within the school canteen.

Responsibilities

- Assist in the preparation and presentation of food.
- Assist to serve food to students, staff and visitors, and promote a warm and friendly atmosphere.
- Undertake cleaning of allocated areas in line with specified standards and as directed.
- Check and prepare materials, resources and equipment for daily use.
- Carry out routine maintenance of food equipment and ensure its cleanliness.
- Ensure that all hygiene procedures are being adhered to.
- Store equipment and materials safely and securely.
- Ensure the health and safety of colleagues and young people.
- Report any child welfare / safeguarding concerns appropriately
- Attend any relevant training courses as required.
- Carry out any other duties commensurate with the grading of the post as directed by the Principal.
- To use the cashless catering system.
- To undertake personal development to improve own practice.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

Person Specification

ESSENTIAL

- Knowledge of procedures for undertaking food preparation duties, use of cleaning equipment and relevant health & safety requirements.
- Knowledge and skills equivalent to NVQ Level 1.
- Ability to exchange information with line manager, colleagues & students.
- Ability to follow cleaning routine and procedures and report hazards or problems with equipment to senior staff.
- Ability to store equipment and consumables in line with set procedures.
- Ability to dispose of waste in line with set procedures.

Personal Attributes

- Ability to work as an individual or as part of a team
- Excellent time keeping and time management
- A sense of humour
- The ability to be calm under pressure
- Willingness to participate in professional development

Interpersonal & Communication Skills

- Excellent communication skills

DESIRABLE

- Experience of working within a school and/or with young people
- Evidence of personal commitment to and impact of developing others

TRAINING

- Training and support appropriate to this role will be offered/provided