



## **Job Description: Catering Assistant (Kitchen Assistant)**

### **Position Details**

- **Job Title:** Catering Assistant (Kitchen Assistant)
- **School/Location:** Townfield Primary School
- **Trust:** Rainbow Education Multi-Academy Trust (REMAT)
- **Salary Grade:** B, SCP 2–3
- **Actual Salary:** To be confirmed upon appointment
- **Hours:** Part-Time, 15 hours per week, Monday–Friday, Term Time Only
- **Reporting to:** Headteacher/Catering Manager

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### **1. Purpose of the Role**

To provide an efficient, high-quality, and **child-focused catering service** within Townfield Primary School, supporting the catering team in daily operations, food preparation, service, and maintaining the highest standards of hygiene and cleanliness.

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### **2. Key Responsibilities**

#### **A. Catering and Food Preparation**

- Assist the catering manager and/or supervisor with all **general food preparation** duties as dictated by the menu structure.
- Support the **serving of meals** to customers, primarily schoolchildren, ensuring a friendly and efficient service.
- Help in the preparation of the dining area before and after service.

#### **B. Cleaning and Hygiene**

- Undertake daily, thorough **cleaning of the kitchen area**, including all surfaces, equipment, and utensils.
- Clean service areas, the **restaurant floor**, and wipe down chairs and tables immediately following the lunchtime service.
- Ensure compliance with all relevant **Health & Safety** and **Food Hygiene** regulations and procedures at all times.

#### **C. Customer Service**

- Display and practice a consistently **friendly and supportive interaction** with all customers (staff and pupils) during service.
- Actively contribute to delivering a **child-focused lunchtime** experience for every child.

#### **D. General Duties**

- Assist with the safe storage and rotation of stock and deliveries as required.
- Report any equipment malfunctions or maintenance issues to the catering manager/supervisor promptly.
- Adhere to all school and Trust policies, particularly those relating to **Safeguarding** and confidentiality.

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### **3. Safeguarding and Compliance**

Rainbow Education Multi-Academy Trust is committed to **safeguarding children** and promoting children's welfare and expects all staff to share this commitment. This post is subject to all relevant pre-employment checks, including: satisfactory references, an **Enhanced DBS certificate** with a barred list check, and an **online search** as part of the due diligence on all short-listed candidates.

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## **Person Specification: Catering Assistant (Kitchen Assistant)**

This section outlines the **essential (E)** and **desirable (D)** criteria required for the post. Applicants must demonstrate how they meet the essential criteria in their application.

### **1. Experience & Knowledge**

- Previous experience working in a catering or kitchen environment (D).
- Experience working with or interacting with children (D).
- Basic knowledge of **Food Hygiene** and **Health & Safety** procedures (E).

### **2. Skills & Abilities**

- Ability to undertake general food preparation duties efficiently (E).
- Ability to carry out cleaning duties to a high standard, ensuring strict hygiene is maintained (E).
- Ability to work quickly and effectively **under pressure** during busy service times (E).
- Good **communication skills** to interact positively with colleagues and customers (especially children) (E).
- Ability to follow instructions accurately from the Catering Manager/Supervisor (E).

### **3. Personal Qualities**

- **Enthusiastic** and positive attitude towards work (E).
- **Reliable, punctual**, and able to commit to the part-time, term-time hours (E).
- A **friendly and supportive** demeanour when dealing with customers (E).
- A **proactive approach** and willingness to undertake a variety of tasks as required (E).

### **4. Commitment & Training**

- Commitment to the **Safeguarding** and welfare of children and young people (E).
- Willingness to undertake relevant training, including Food Hygiene certification (if not already held) (E).
- Ability to maintain **confidentiality** regarding all school and Trust business (E).