

# **JOB DESCRIPTION**

## **Catering Assistant**

**Monday to Friday 8am to 2.30pm**

**Term time only**

**Actual Salary grade A1 £18,201**

**Start date ASAP**

**Closing date for applications Friday 18th September at  
noon**

**1st September 2026**

**Post: Catering Assistant**

**Responsible to: Chef / Catering Manager**

### **Job Purpose**

To prepare and serve food to the school community at the correct time.  
To prepare and dismantle eating areas and carry out clearing away and cleaning duties.

### **Main Responsibilities**

#### **Operational Responsibilities**

- Help prepare hot and cold food as directed by the Chef / Catering Manager or deputy (in the Chef /Catering Manager's absence) the required number of food products, following specified menus / special dietary requirements..
- Within strict time limitations set up a required number of tables, chairs, bins and water jugs for service periods within designated eating areas. At the end of service disassemble tables, chairs, clear away and sweep eating areas ready for immediate school use.
- Using the school card cashless system, serve food following portion control guidelines and any special dietary requirements / restrictions. Positively encourage customers to try a variety of food and seek feedback from students and staff on products and service
- Wash up all eating utensils and equipment, sterilising where required following set guidelines. Complete cleaning duties following daily and weekly rota to ensure health and safety and hygiene standards are maintained.
- Put away daily/weekly/fortnightly deliveries ensuring correct stock rotation and quality control guidelines. Maintain reordering schedule when stock is low.
- Ensure Health & Safety and Hygiene procedures are satisfied
- First aider for the department.
- Ensure all mandatory qualifications are current.

## Notes

The above duties are subject to the general roles and responsibilities contained in the Statement of Condition of Employment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher or their delegated staff member to undertake work of a similar level that is not specified in the job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description allocated duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may so construed. It is not necessarily a comprehensive definition of the post and will be reviewed annually. It may be subject to modification or amendment at any time after consultation with the postholder and the duties may be varied to meet the changing demands of the school at the reasonable discretion of a Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties.

## Application Process

**Please complete the Testwood School application form (CV's cannot be accepted) and email your completed application form to [ccates@testwoodschool.co.uk](mailto:ccates@testwoodschool.co.uk).**

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