



Job Title **Catering Assistant**

Responsible to **Chef Manager**

Role Overview

The primary purpose of this position is to ensure that all the pupils are fed in a manner in accordance to the food safety protocols, that the department is clean and tidy and that you work in accordance with child safeguarding criteria

Responsibilities and Duties

- Helping to serve 1800 meals per day
- Completing temperature control sheets where necessary
- Following cleaning rotas to ensure the highest standards of hygiene are attained in the department
- Following all good practices relating to personal hygiene and food safety protocols
- Setting the servery and dining hall up for all meals
- Making packed lunches where required and also set up and serve match teas to parents and pupils
- Cleaning and tidying the outside areas
- Rotating stock and ensuring that all open packaging is correctly labelled
- Helping to facilitate the running of functions by collecting all the necessary crockery and cutlery and preparing the function room for service
- Writing the menu boards and ensuring that the customer is aware of where all the necessary allergy information can be found
- To work in accordance with all the fire regulations and ensuring that fire exits are kept clear at all times
- Ensuring that a high standard of customer care is maintained at all times
- To undertake all other additional duties as may be deemed appropriate by your line manager

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Good organisational skills
- Excellent timekeeping
- Committed to ensuring good food hygiene in the workplace

- Experience of working effectively in a team
- Well presented
- Hard working and possesses a good ethic towards customer care

Desirable

- Previous experience of working in the catering industry (although full training will be given)
- Previous experience of working in an educational establishment

After appointment, the postholder will be required to undertake the next available Food Safety Level 2 training.

Additional Information

- This contract is for 40 hours per week all year round.
- Benefits include free membership of the Clayesmore Sports Centre, death in service benefits and a pension scheme.
- Membership of the Clayesmore Society and associated member benefits.

Date reviewed : May 2026
Reviewed by : Chef Manager / HR Manager

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.