

Job Description

OVERCHURCH INFANT SCHOOL

Department	Overchurch Infant School		Work- term time only plus an additional 22.5 hours during holiday time Paid weeks per year 45.2479- under 5 years 46.2776- over 5 years	
Designation of Post	Assistant Catering Manager		Band C £13.21 hour	SCP 4-5 22.5 hours per week
Responsible to	Catering Manager			
Immediate Subordinates	General Kitchen Assistants			

Job Purpose

- To provide daily support to the Catering Manager in delivering a high-quality, nutritious and child friendly catering service. The Assistant Catering Manager will help to ensure the smooth operation of the school kitchen, maintaining hygiene standards and contributing to a positive dining experience for pupils.

Key Tasks

- Assist in the preparation, cooking, and serving of meals at the counter in line with school menus and nutritional standards.
- Deputise for the Catering Manager in their absence.
- To ensure the service is professionally presented and at the compliant temperatures.
- To promote the meal service and all products in a polite, friendly and positive manner.
- To assist the Catering Manager with the supervise of kitchen staff and to support their training and development.
- Ensure compliance with all food hygiene and health and safety policies and regulations in all work areas.
- Monitor stock levels and assist with ordering supplies and checking deliveries.
- Maintain cleanliness and organisation of the kitchen and dining areas.

- Support the Catering Manager in menu planning, including special dietary requirements.
- Help manage record keeping, including maintenance checks for equipment, cleaning schedules and food safety documentation.
- Promote a positive mealtime environment for pupils, encouraging healthy eating habits.
- To attend to any reasonable request made by the Headteacher or line Manager.

GENERAL CONDITIONS

- All duties must be carried out to comply with The Health and Safety at Work Act; Acts of Parliament, statutory and college instruments and regulations and other legal requirements and nationally agreed codes of practice, which are relevant.
- All duties will be carried out in the working conditions normally inherent in the particular job.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.
- Informing line managers of any problems, and to phone into work early if you are ill or try to arrange self-cover and arranging cover for sickness and holidays in advance when possible.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.
- Elements of this job description and changes to it may be amended in light of organisational and service requirements.
- The post holder will be subject to regular H&S and Safeguarding training and hold an up-to-date DBS certificate.

"We are committed to safeguarding and promoting the welfare of children/ vulnerable adults and expect all staff and volunteers to share this commitment. We have robust safer recruitment procedures in place, including enhanced DBS checks, comprehensive reference checks and thorough interviews, to ensure that all individuals working within our school are suitable and safe. All new staff participate in a safeguarding induction and any concerns about a member of staff or volunteer will be addressed promptly and appropriately"

Issued by J Doyle- School Business Manager, July 2025