



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, 12.5 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.

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.

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.

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**).