

## Job Description

Job Title	Catering Assistant	School	Wollescote Primary School
Post Number	SCH085		
Grade	2	Salary	£21,404 FTE Actual Salary - 13 hours 45mins per week TTO (39 weeks) £7,954 pa

Reports To	Headteacher
	Lynne Hudson

### Purpose of the Job

Assisting with the preparation and service of food and the cleaning of premises and equipment.

### Main Activities

#### Working hours

2 hours 45 mins daily, Monday to Friday working 11am to 1.45pm

#### Main Duties and Responsibilities:

- Preparing and cooking of vegetables and preparation of salads.
- Assisting Cooks with preparation of main courses, sweets and sauces.
- Serving food in an efficient, friendly manner.
- Washing up kitchen equipment and tableware.
- Setting out and putting away dining furniture.
- Cleaning dining area and kitchen premises.
- Cleaning kitchen equipment.
- Cleaning outside kitchen area, including drains and dustbin area.

#### Hygiene and Safety

- To be aware of the need for good hygiene practices and ensure high standards of:
  - a) Personal hygiene
  - b) Kitchen hygiene in the preparation and service of food.
  - c) Cleanliness of equipment and premises.
- To be familiar with and carry out the Safety Policy of the school as set out in the Health and Safety Policy and Food Policy.
- Responsibility for adhering to legislative requirements and school policies and procedures including, but not exclusively health & Safety, Data Protection and Internet/Email use.

- To actively promote Dudley's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.

### **Other Duties**

- Any other relevant duties as required for the efficient running of the unit or for the requirements of special catering.
- To be accountable for and promote equality, diversity and community cohesion to meet Council, Directorate and Service objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Directorate.
- To represent the school and Directorate in a professional manner meeting the Corporate and Directorate aims. To comply with Directorate and Corporate policies.
- Employees must comply with health and safety legislation and will be required to comply with the Council's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- Production of high-quality hospitality as and when required.
- Building relationships with suppliers.
- Friendly and polite customer service.
- To be friendly, helpful and welcoming to parents and others visiting or making contact with the school.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Directorate.

### **Hours of Work**

- Hours and times of work may be varied at any time in accordance with meal numbers to meet the needs of the unit.
  - On occasions, you may be required to work overtime
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

### **Special Conditions**

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation. Any such further reasonable direction to you, not covered above, will be the responsibility of the Headteacher or their delegated authority.

We are committed to safeguarding and promoting the welfare of the children; therefore, the post is subject to medical clearance and an enhanced DBS check under the Rehabilitation of Offenders Act 1974.

Car Allowance N/A

Prepared By  
(Head teacher) Lynne Hudson

Review Date May 2026



## Person Specification

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### Criteria (Essential)

### Assessment By

Application Interview Test

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#### Experience

- An understanding of the importance of and experience of delivering excellent customer service
- Experience of working effectively as a member of a team

X

X

X

#### Qualifications / Training

- Level 2 Food Safety qualification – certificate to be provided

X

X

#### Practical Skills

- Effective verbal communication skills
- Able to follow verbal and written instructions
- Basic numeracy and literacy skills

X

X

X

X

X

#### Personal Qualities and Attributes

- Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all the work you deliver, ensuring it meets the needs of current and potential customers.
- Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm

caused to others to foster an environment of mutual trust and respect.

- Working Together - You work with others to reach a common goal; sharing information, supporting colleagues, and searching out expertise and solutions from relevant partners and/or the communities we serve.
- Responsibility - You take ownership for your work, and you use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.

#### Other

- Flexible attitude to working hours
- To comply with the Schools commitment, policies and procedures in relation to the protection and safeguarding of children.

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Prepared By

Lynne Hudson

Date

06/10/2025

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