

## JOB DESCRIPTION

---

**JOB TITLE:** Catering Assistant

**RESPONSIBLE TO:** Chef Manager

**LOCATION:** Fleetdown Primary Academy

**SALARY:** KSA

### PURPOSE OF THE POST:

- As a Golden Thread Kitchen Assistant, you will be an essential member of our catering team, performing a variety of tasks in a busy kitchen environment, and contributing to the smooth running of an excellent food service.
- You will need to be adaptable and flexible, and able to assist the Chef Manager with basic food preparation, serving pupils and staff, and of course washing up and keeping the kitchen clean, tidy and safe.

### MAIN ROLES AND RESPONSIBILITIES

<b>Managing Service Delivery</b>	<p>Basic food preparation</p> <ul style="list-style-type: none"><li>• Serving pupils and staff, always with a smile!</li><li>• Working as part of a team, sharing responsibility for the kitchen being a clean, tidy and safe environment</li><li>• As an essential member of the team, you will be expected to undertake training for the role, including being in group training sessions</li><li>• Helping to serve food in a timely and organized way</li><li>• Washing up, general cleaning duties</li></ul>
<b>Wider Responsibilities</b>	<p>Understand and apply School policies in relation to health, safety and welfare</p> <ul style="list-style-type: none"><li>• Attend relevant training and take responsibility for own development</li><li>• Attend relevant School meetings as required</li><li>• Respect confidentiality at all times</li><li>• Participate in the performance and development review process, taking personal responsibility for identification of learning,</li></ul>

	<p>development and training opportunities in discussion with line manager.</p> <ul style="list-style-type: none"> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety and Safeguarding in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> </ul>
<p><b>Data Protection</b></p>	<ul style="list-style-type: none"> <li>• Implementing data protection policies by handling student data with care and ensuring secure data storage.</li> <li>• Use school-approved platforms and tools for communication and data sharing.</li> <li>• Report any data protection concerns, breaches, or subject access requests (SARs) to the teacher, designated DPO and/or onsite data protection lead promptly.</li> <li>• Participate in data protection training as required.</li> </ul>

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 a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.*

Postholder's signature:

-----

Postholder's name:

-----

Date:

-----

## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Experience</b>	<p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience of working in industrial kitchen</li> </ul>
<b>Qualifications &amp; Training</b>	<p>Desirable:</p> <ul style="list-style-type: none"> <li>• Level 2 accredited Food Safety certificate</li> <li>• Level 3 accredited hygiene certificate</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Wide and varied culinary knowledge and production</li> <li>• Knowledge of legislative requirements relating to the catering industry</li> <li>• Knowledge of procedures and equipment for preparing, serving, and assisting with cooking of food, relevant hygiene requirements</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work</li> <li>• Strong customer focus</li> </ul>

Postholder's  
signature: \_\_\_\_\_

Postholder's \_\_\_\_\_ name: \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_