



ALL SOULS' CHURCH OF ENGLAND PRIMARY SCHOOL

JOB DESCRIPTION

Post Held: Catering Staff
Grade: Aquila Pay Level A
Responsible to: School Business Manager (SBM)

Purpose of the Job:

To assist in the preparation and serving of food and beverages, as directed.

Key duties and responsibilities:

- 1. Assist in the preparation and serving of food and beverages.
2. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
3. Operate kitchen equipment, following training.
4. Undertake cleaning and washing up in the kitchen and dining areas.
5. Refill drinking water and replace sauces, condiments and other consumables when necessary.
6. Assist with moving, setting up and cleaning of dining furniture (includes manual handling)
7. Be aware of special diets, cultural considerations, allergies, and life choices in relation to serving food provision.
8. Work within the small catering team ensuring positive communication at all times
9. Assist the SLT in rewarding pupil's positive behaviour at lunchtimes.
10. Undertake other duties from time to time as requested by the Headteacher, SBM or member of the SLT.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Personal Specification

Table with 3 columns: Skills and knowledge Essential / Desirable, Essential, Desirable. Rows include: Ability to work independently using own initiative, Can work constructively as part of a team, Sound knowledge and understanding of School food guidelines and food safety legislation, Knowledge of manual handling procedures, Willingness to attend courses or complete online training when requested, Ability to take instruction and willing to learn, Law Requirements.

Enhanced Disclosure and Barring Service (DBS) check required	✓	
Qualifications and Experience		
Relevant Catering or equivalent qualification.		✓
Food Safety & Hygiene Level 2 Course For Catering		✓
Candidates must have an adequate level of literacy and numeracy (GCSE in English and Maths Grade C or equivalent)	✓	
First Aid Qualification		✓
Experience of working in the catering industry		✓
Personal Attributes		
Fit and healthy as the post requires physical exertion	✓	
Maintain good standard of personal hygiene and presentation	✓	
The ability and willingness to do additional hours as and when required	✓	
The ability to be flexible in fulfilling the contractual hours	✓	
Honest	✓	
Dependable and reliable	✓	
Hardworking	✓	
Trustworthy	✓	
Enthusiastic	✓	
Be outgoing, friendly, and confident personality with a positive attitude and a passion for helping others	✓	

Print Name _____

Signed _____

Date: _____