Southfields Primary School
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JOB DESCRIPTION

Job Title:	Catering Assistant	**Job Number:**	
Directorate:	People	**Post Number:**	1022857
Service:	Primary Schools	**Grade:**	1
Location:	Southfields Primary School		

Job Summary:

To support the Catering Manager and the Kitchen Team in the day to day running of the kitchen in compliance with the relevant Health & Safety and Food Hygiene requirements.

Duties include: preparation and cooking of food, serving of meals, general kitchen and cleaning duties, as directed.

Main Duties and Responsibilities:

1. Assisting with all aspects of the preparation and cooking of food, as required.

2. Plating up and serving meals, including the presentation and garnishing of food and transportation of food to tables, if required.

3. Cleaning the kitchen and the surrounding areas, including floors, worktops and all equipment and ensuring that kitchen cleanliness is maintained at the highest level.

4. Washing up tableware, cutlery, cooking equipment and utensils.

5. Regularly check kitchen equipment and the kitchen environment e.g. mixers, fryers, utensils, work surfaces, flooring etc to ensure all equipment and the kitchen area is hygienic and safe. Report any repairs/defects to the Kitchen Manager.

6. Transporting food stocks and other materials from one area to another (i.e. from stores and / or delivery vehicles).

7. To ensure that all work is carried out in accordance with the legislative requirements of the regulations relating to Food Hygiene and Health & Safety, including allergen awareness.

8. To work effectively as part of a team.

9. Attend training courses as required.

10. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To co-operate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Catering Manager

Date Reviewed: Nov 2026