



Directorate – Children, Learning & Young People

Service – Services for schools

Post Number – 1022870

Grade 1 – Pt 2 (£12.65 per hour)

Job Purpose:

- To support the efficient operation of the school kitchen by assisting with food preparation, maintaining cleanliness, and ensuring high standards of hygiene and safety.
- The role helps provide nutritious meals to students and staff in a safe and welcoming environment.

Main Duties and Responsibilities:

- Assist in the preparation and serving of food to students and staff
- Wash, peel, and prepare ingredients as directed
- Set up dining areas, including laying out trays, cutlery, and food items
- Serve meals in a friendly and professional manner
- Clean kitchen equipment, utensils, and work surfaces
- Ensure dining and kitchen areas are kept clean and tidy
- Follow food hygiene and health & safety regulations at all times
- Assist with receiving, checking, and storing deliveries
- Dispose of waste in accordance with school policies
- Support the catering team during busy service periods
- Be aware of and follow safeguarding policies within the school

Person Specification

Skills & Abilities

- Ability to work as part of a team
- Good communication skills, especially with children and staff
- Ability to follow instructions and work efficiently
- Good organisational skills
- Basic understanding of cleanliness and hygiene



Knowledge

- Awareness of basic food hygiene and safety practices
- Understanding of the importance of safeguarding children

Personal Qualities

- Reliable and punctual
- Friendly and approachable
- Positive attitude and willingness to learn
- Ability to work in a fast-paced environment

Experience

- Previous experience working in a kitchen, catering, or school environment

Qualifications

- Food Hygiene Certificate (Level 1 or 2)
- Basic Health & Safety training

Working Conditions

- Term-time working - 38 weeks
- Working hours usually during school day (e.g., 11:30 - 14:00) Monday – Friday
- Standing for long periods
- Working in a busy kitchen environment

Safeguarding Statement

The post holder will be required to:

- Undergo a DBS (Disclosure and Barring Service) check
- Adhere to the school's safeguarding and child protection policies
- Promote the welfare and safety of children at all times