



Job Description – Catering Assistant

School: St Anne's C of E Primary School, Godmanchester

Post Title: Catering Assistant

Hours: 20 hours per week (Monday–Friday, 9.30am–1.30pm), term time only

Salary: Scale 1C – FTE £24,413 (pro rata)

Responsible to: Headteacher

Purpose of the Job

To support the Cook and kitchen team in preparing, serving and clearing nutritious, balanced meals that contribute to the health, wellbeing and learning of primary-aged children. The Catering Assistant will help maintain high standards of hygiene, food safety and service and contribute to a positive lunchtime experience for all pupils.

Responsibilities

- Assist in the preparation, cooking and serving of healthy, child-friendly meals.
- Help adapt meals to meet dietary requirements, including allergies and intolerances.
- Maintain cleanliness and hygiene in the kitchen and dining areas, following daily cleaning schedules.
- Wash up utensils, equipment and dishes, ensuring safe storage afterwards.
- Support the smooth running of lunchtime service, including setting up and clearing dining spaces.
- Receive and safely store deliveries under the direction of the Leadership Team.
- Follow food hygiene, allergen and health & safety procedures at all times.
- Work collaboratively with the catering and lunchtime team to create a friendly, positive dining experience.
- Be a cheerful and supportive presence in the school community, modelling St Anne's values.

- To carry out training as directed by the School Leadership Team
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Person Specification

Essential

- A friendly, positive, and approachable manner.
- Ability to work effectively as part of a team.
- Willingness to follow food hygiene, allergen and health & safety standards.
- Enjoyment of working around children and contributing to their wellbeing.
- Reliability and good time-keeping.

Desirable

- Previous experience in a kitchen or catering environment.
- Basic Food Hygiene Certificate (or willingness to undertake training).
- Understanding of dietary needs and allergens.
- Creativity in presentation and enthusiasm for encouraging healthy eating.