

The Blue Coat School



Job Description

Catering Assistant

Salary Range:	Grade 2
Accountable to:	Catering Coordinator
Responsible for:	--

Job Purpose:

To assist with the preparation, presentation and serving of food and meals, including basic food preparation activities where required and to undertake cleaning duties within the kitchen and dining areas. The postholder will support the day-to-day operation of the school catering service, ensuring high standards of food hygiene, cleanliness and customer service are maintained.

Principal Duties and Responsibilities

- Prepare and/or assist with the preparation of food and meals.
- Help prepare and set up the dining room before mealtimes.
- Serve meals to students and staff in a friendly and efficient manner.
- Operate the till for cashless catering.
- Ensure food and drinks are displayed and served appropriately.
- Clear and clean tables during and after meal service.
- Clean dining area and kitchens after service.
- Wash plates, crockery, cutlery and kitchen equipment.
- Load and unload the dishwasher/washing machine where applicable.
- Keep the kitchen, serving area and dining area clean and tidy.
- Follow food hygiene and health and safety procedures at all times.
- Dispose of waste correctly and maintain a clean working environment.
- Work as part of the catering team and assist with other duties as required by the Catering Coordinator.

Other:

- Attend and participate in meeting as required.
- Engage with appropriate training and development opportunities to promote professional effectiveness in this role.
- Complete a common core programme of induction for working with children.

Note:

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Knowledge, skills and experience

- Level 2 Food hygiene qualification.
- Knowledge of healthy eating standards for school catering.
- Good knowledge of food hygiene and health and safety requirements.
- Knowledge of allergen management and special dietary requirements.

- Previous experience working in a catering, kitchen or food service environment.
- Ability to work as part of a team and use initiative.
- A commitment to providing high quality customer service.
- Understanding of importance of safeguarding and promoting the welfare of children and young people.

Disclosure

The Trust Board is committed to safeguarding and promoting the welfare of students. According to the statutory regulations of safeguarding, the post holder is subject to enhanced disclosure from the Disclosure and Barring Service (DBS) and any other statutorily required checks.

Other

- This appointment is with the Trustees of the school under the terms of a contract signed with the governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
- All employees of The Blue Coat School have a responsibility to comply with school policies and procedures, including those relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
- This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.

(Oct 2026)