



JOB DESCRIPTION

Job Title:	Catering Assistant
School:	The Cornerstone Academy
Responsible to:	Catering Manager
Responsible for:	N/A

Main Responsibilities and Duties

- 1) Providing healthy and nutritious food for student, staff and visitors as well as assist in all aspects of food preparation working within healthy food guidelines, accommodating dietary needs and working in accord with allergen requirements
- 2) Carry out washing-up, cleaning of equipment and kitchen area, as directed, including “deep clean” during school closure periods
- 3) Prepare the area for meals
- 4) Clear and clean the dining areas
- 5) Cater to visitors and school functions as directed
- 6) Working on the cashless till systems
- 7) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 8) Comply with all decisions, policies and standing orders of the academy, United Learning and the BCP (Bournemouth, Christchurch and Poole Council); and relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 9) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school’s agreed procedure, and to meeting the five outcomes of Every Child Matters.

Supervision and Management of People

- 1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

- 1) Experience of cooking, hot food preparation and baking are part of this role
- 2) Washing up and clearing in kitchen and dining room

Creativity and Innovation

- 1) Work is largely regulated by laid-down procedures but needing occasional creative skills to deal with routine problems.

Contacts and Relationships

- 1) Regular contact with line manager. Contact with other kitchen staff regarding routine matters. General contact with other school staff. Will be required to serve food to large groups of students.

Decisions

- 1) Work to strict deadlines to plan day-to-day activities. These are within established routines, within the budget available and are planned using guidelines on nutritional content.

Resources

- 1) Use of machinery that cleans dishes; training will be given
- 2) Handle and operate a range of kitchen and food preparation equipment e.g. ovens, hobs, food processors, cutting equipment, pans and catering machinery. Training and personal protective equipment will be provided.

Work Environment

- 1) Kitchen environment. Exposure to hot equipment and materials on a daily and continuous basis.

Prepared by: The Cornerstone Academy

October 2025

Signed: _____

Print Name: _____

Date: _____



PERSON SPECIFICATION

Job Title:	Catering Assistant
School:	The Cornerstone Academy

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	• Previous catering experience required, training will also be provided	Application Form Interview References
Qualifications & Training	• Basic hygiene certificate (desirable) • Manual handling (desirable)	Application Form Certificates Interview
Aptitudes & Abilities	• Good communication skills • Commitment to customer care and to delivering high quality services • Ability to work under pressure and to deadlines • Good organisational skills and proactive • Ability to handle confidential information with discretion	Application Form Interview References
Knowledge	• Catering and cooking skills • Health & Hygiene regulations • Operation of cleaning and kitchen machinery • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Knowledge of Child Safeguarding procedures	Application form Interview References
Attitude / Motivation	• Self motivated • Team player	Application Form Interview References
Other Factors	• A flexible and adaptable approach • Commitment to Equal Opportunities • Enhanced DBS check	Application Form Interview References DBS process