



URSULINE HIGH SCHOOL
CATERING ASSISTANT
JOB DESCRIPTION

Post Title: Catering Assistant

Grade: ME2 £27,345 (paid pro rata)

Responsible to: The Catering Manager

Responsible for: Maintaining a high-quality catering service

Date: May 2025

Job Summary

- To work within a team to maintain a high-quality catering service for all staff and students.
- To assist with the preparation, production and presentation of food. This will include basic food preparation of vegetables, salads and hot and cold desserts.
- To ensure that all food storage, preparation, service areas and equipment are maintained to a high standard in accordance with relevant Food Handling and Hygiene Regulations, following the cleaning schedules provided. Packaging in accordance with Natasha's Law.
- To maintain records of temperatures food checks and ensure remedial action is taken where necessary.
- Ensure all equipment is cleaned in accordance with manufacturer's guidelines.
- Ensure all waste is disposed of in line with the policy of the kitchen.
- To transport goods around the school grounds as requested.
- To support the Catering Manager and deal with tasks as and when they may arise.
- To have good communication skills and a clear understanding of customer Awareness.

- Operating cashless payment system.
- To attend training and seminars when instructed. Training will be given on Food Safety & Hygiene, Health and Safety Standards and Fire awareness.
- Work within the ethos of the school, in a positive and helpful manner.
- Undertake other such duties as may be required by the Headteacher or Catering Manager. Flexibility in hours may on occasion be requested.

Commodity Control

- Ensure that the correct portion sizes are always served.
- Ensure all stock is used in strict rotation.
- Ensure that all chemicals are used within accordance to the manufacturer's guidelines.

Equipment Utilisation

- Ensure all equipment is always operated efficiently and safely.
- Ensure all equipment is used in accordance with manufacturer's guidelines.
- Ensure all cleaning rotas and schedules are carried out efficiently.

Delivery of Goods

- Ensure all goods are checked and are of a high quality.
- Ensure all goods when received are checked against order sheets.
- Work with the team to ensure all orders are placed in the absence of the Catering Manager.

Principle Duties

Morning Service

- Operate till during Morning Break
- Prepare various salads & salad dressings
- Arrange various types of biscuits, snacks, yogurts, dried/fresh fruits, jellies in the Dining Hall serving areas
- Arrange napkins, sauces drinking straws and salad bowls in the Dining Hall serving areas

Lunchtime Service

- Tidy and Clean areas in preparation for lunchtime service
- Arrange for cakes, biscuits & cookies for lunchtime

- Ensure floors as work surfaces are clean and tidy
- To always deliver, high quality catering within the school by applying professional expertise and sound working practices
- To be a team player within the Catering team and help ensure the continued development and profitability of the Catering Department
- To achieve a safe environment and safe practices for staff and others whilst in the Dining Room
- Ensure high standards of cleanliness, food safety, hygiene and maintenance are a priority
- To serve on the food counters in a professional and kindly manner. To be knowledgeable of the ingredients contained in meals and aware of their presentation on the food counter
- Duties may be changed on a rota at the discretion of the Catering Manager