



Ursuline
High School
WIMBLEDON



URSULINE HIGH SCHOOL

CATERING ASSISTANT

JOB DESCRIPTION

Post Title: Catering Assistant

Grade: ME4, point 3-4, currently £28,616- £29,025 FTE (paid pro rata)

Responsible to: The Catering Manager

Responsible for: Delivering and maintaining a high-quality, efficient and compliant catering service.

Date: June 2026

Job Summary

To work collaboratively as part of the Catering Team to deliver a high-quality, safe and efficient food service for students, staff and visitors.

To support the preparation, cooking, presentation and service of a range of food items, ensuring excellent standards of food hygiene, safety, sustainability and customer service are consistently maintained.

Key responsibilities include:

- Assisting with the preparation and presentation of food, including vegetables, salads, sandwiches, hot and cold desserts, and grab-and-go items.
- Maintaining high standards of food safety and hygiene in line with Food Safety Regulations, HACCP principles and Natasha's Law (food allergen labelling).
- Ensuring all food storage, preparation areas, service counters and equipment are clean, organised and compliant with cleaning schedules.
- Monitoring and recording food temperatures, completing required documentation, and taking appropriate corrective action where necessary.
- Supporting stock control processes, including correct storage, rotation (First In, First Out), and minimising food waste.
- Operating the school's cashless catering system accurately and in line with procedures.
- Delivering excellent customer service, demonstrating a friendly, approachable and professional manner at all times.

- Supporting sustainability initiatives such as waste reduction, recycling and responsible use of resources.
- Assisting with deliveries, including checking quality, quantity and storing goods appropriately.
- Working flexibly to support the Catering Manager and wider team as required.
- Participating in mandatory and ongoing training (e.g., Food Safety, Health & Safety, safeguarding awareness, and fire safety).
- Upholding the school's ethos, values and standards in all interactions.

Commodity Control

- Ensure correct portion control is maintained to support cost efficiency and reduce waste.
- Follow stock rotation procedures (First In, First Out) and ensure all stock is stored correctly.
- Support stock counts and reporting of shortages or discrepancies.
- Ensure cleaning chemicals are used, stored and handled in accordance with COSHH regulations and manufacturer guidelines.
- Contribute to reducing environmental impact through mindful use of supplies.

Equipment Utilisation

- Operate all catering equipment safely, efficiently and in accordance with training and manufacturer instructions.
- Carry out routine cleaning and basic maintenance of equipment.
- Report faults, defects or safety concerns promptly to the Catering Manager.
- Ensure all cleaning schedules and rotas are completed accurately and on time.
- Promote safe working practices in line with Health & Safety policies.

Delivery of Goods

- Check all deliveries for quality, quantity and compliance with orders.
- Report any discrepancies or damaged goods promptly.
- Ensure all goods are stored correctly, promptly and safely, maintaining temperature control.
- Support ordering processes in the absence of the Catering Manager, where required.
- Assist in maintaining accurate stock records.

Principle Duties

Morning Service

- Operate tills and support service during morning break.
- Prepare and replenish salads & dressings, cold and hot food items.
- Set up and replenish display areas with snacks, fruit, yoghurts and beverages.
- Ensure service areas are clean, well-presented and fully stocked.
- Provide prompt and friendly service to students and staff.

Lunchtime Service

- Prepare and set up dining and service areas for lunch.
- Display and replenish food items, including baked goods and desserts.

- Serve food in a professional, courteous and efficient manner.
- Maintain cleanliness of floors, surfaces and service points throughout service.
- Ensure allergen awareness and communicate ingredient information clearly when required.
- Monitor portion control and presentation standards.

General Duties

- Deliver high-quality catering services through consistent application of professional standards and best practice.
- Work effectively as part of a team to support service delivery and continuous improvement.
- Maintain high standards of cleanliness, hygiene, food safety and personal presentation at all times.
- Promote a safe working environment for staff, students and visitors.
- Support the ongoing development and efficiency of the Catering Service.
- Provide excellent customer care, demonstrating patience, respect and professionalism.
- Undertake any other duties reasonably required by the Catering Manager or Headteacher.
- Work flexibly, including occasional adjustments to hours in line with service needs.

Additional Expectations

- Support digital systems used within catering operations (e.g., cashless systems, stock systems).
- Contribute to initiatives promoting healthy eating and nutritional awareness.
- Support allergen management processes and compliance checks.
- Assist with themed menus, promotional events and school hospitality when required.
- Promote inclusivity by recognising and accommodating diverse dietary needs.

Person Specification

Experience

Essential:

- Experience of working in a catering, hospitality or food service environment.
- Experience of working as part of a team in a fast-paced setting.

Desirable:

- Experience working in a school or similar educational setting.
- Experience using cashless catering or till systems.
- Experience of stock handling, storage and rotation procedures.

Knowledge & Skills

Essential:

- Basic understanding of food hygiene and food safety standards.
- Awareness of allergen management and food labelling requirements (e.g. Natasha's Law).
- Ability to follow instructions, procedures and cleaning schedules accurately.
- Good communication skills and ability to interact positively with students, staff and visitors.

- Strong teamwork skills with a flexible and proactive approach.
- Basic numeracy skills to support transactions and portion control.
- Understanding of the importance of health and safety in a catering environment.

Desirable:

- Knowledge of HACCP principles.
- Familiarity with COSHH regulations.
- Awareness of healthy eating and nutrition standards in schools.
- Basic IT skills to operate digital catering or stock systems.

Personal Attributes

- Friendly, approachable and customer focused.
- Reliable, punctual and able to work flexibly when required.
- Ability to work efficiently under pressure while maintaining attention to detail.
- Committed to maintaining high standards of cleanliness and hygiene.
- Positive attitude with a willingness to learn and undertake training.
- Demonstrates initiative and a proactive approach to tasks.
- Professional in conduct, presentation and communication.

Qualifications & Training

Essential:

- Willingness to undertake relevant training (e.g. Food Safety Level 2, Health & Safety, safeguarding and fire safety).

Desirable:

- Level 1 or Level 2 Food Safety & Hygiene Certificate.
- Relevant catering or hospitality qualification.

Other Requirements

- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to work within the ethos and values of the school.
- Ability to carry out manual handling tasks (training provided).
- Flexibility to support occasional changes in working hours in line with service needs.