



35.2 Job Description

Catering Assistant

Responsible to:	Catering Manager
Grade & Range:	NJC APT&C Grade 2 Point 2
Salary Range:	£23,656 (FTE)
Actual Salary:	£17,569
Hours:	32.5 hours per week, worked Monday to Friday, 7.15am – 2.15pm 30 minute unpaid lunch. Term Time Only
Start Date:	To be discussed at interview
Closing Date:	9am Thursday 19 December 2024

Main duties of the post

Initially, the main responsibilities of this post will be:

- Food service
- Operating a till
- Clearing away and cleaning up after the food service is complete
- Washing up, mopping floors and general cleaning

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

The job description may be altered by consultation and discussion. It will periodically be reviewed as part of on going continuing professional and Trust development. In addition, it may be amended at any time after consultation with you.

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Person Specification

Personal Attributes Required (on the basis of the job description)	Essential (E) or Desirable (D)
<ul style="list-style-type: none">• Being able to work under pressure and to tight deadlines• Deliver a high level of customer service• Be willing to learn new tasks and undertake required training• Work effectively within a team• Have a high standard of personal and food hygiene• Can safely lift weights of up to 20 Kilograms• Food Hygiene Certificate Level 2• Experience of working in a commercial catering environment• Flexibility to work additional hours to cover staff absences and Academy events	E E E E E E D D D

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