



Job Description Catering Assistant

Responsible to:	Catering Manager
Grade & Range:	NJC APT&C Grade 2 Point 2
Salary Range:	£23,656 (FTE)
Actual Salary:	£13,515
Hours:	25 hours per week, worked Monday to Friday, 9.15am to 2.15pm Term Time Only
Start Date:	To be discussed at interview
Closing Date:	9am Friday 14 March 2025

Main duties of the post

Initially, the main responsibilities of this post will be:

- Prepare the dining area for service, which may include moving and/or setting up furniture and trolleys, cleaning putting away after service.
- Assist in the preparation, cooking and serving of food and beverages as instructed.
- Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.
- Clean catering areas to regulated standards as directed.
- Undertake on and off the job training as required
- Undertake any other duties that may be required for the effective operation of the catering establishment.

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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