



WADDESDON

CHURCH OF ENGLAND SCHOOL

CATERING ASSISTANT Job Description

Reporting to	Catering Chef Manager
Hours	30 hours p.w. Term time only - 38 weeks per year (paid 43.5 weeks inclusive of holiday pay)
Grade/salary	Salary range: Bucks Pay 1a:5 - £24,630 FTE Actual Salary: 0.6764 FTE £16,660 per annum £14.60 per hour
Role Overview	Take an active role in delivering a vibrant, high-quality catering service that fuels our students and staff throughout the school day. As part of our in-house team, you'll help create a welcoming dining experience, maintain excellent food standards, and contribute to the smooth running of a fast-paced school kitchen.
Principal Responsibilities	<ul style="list-style-type: none">• Support the preparation and delivery of breakfast, lunch and afternoon service for students, staff and visitors.• Work under the guidance of the Catering Chef Manager and Assistant Chef to prepare and serve food to the highest standards, ensuring:<ul style="list-style-type: none">○ Food presentation is consistently appealing○ Portion control is maintained○ Food waste is minimised at every stage• Provide flexible support across the team, including covering for colleagues when required.
Main Duties	Catering Standards <ul style="list-style-type: none">• Breakfast preparation including hot and cold food and beverages.• Ensure correct food storage, handling and preparation in line with school and legal requirements.• Assist with kitchen cleaning, dishwashing and maintaining a hygienic working environment.• Follow all HACCP procedures, health and safety policies, and maintain excellent personal hygiene.

	<ul style="list-style-type: none"> • Contribute to a positive, supportive working atmosphere with colleagues, school staff and students. • Carry out any additional duties relevant to the role as requested by your line manager.
	<p>General Responsibilities</p> <ul style="list-style-type: none"> • Work in line with all school policies, including Keeping Children Safe in Education, Safeguarding, Child Protection, and the Staff Code of Conduct. • Help create a supportive, aspirational and effective learning environment through excellent service and professional conduct. • Support positive relationships with parents, visitors and external partners. • Participate in training, skills development and performance reviews as required. • Take responsibility for your own health and safety and contribute to the safety of others. <p>Other duties at a similar level of responsibility may be added or interchanged as needed to support the effective running of the catering service.</p>