Oaklands Primary School
Great North Road, Welwyn, Hertfordshire AL6 OPX
Tel: 01438 715278
Email: admin@oaklands.herts.sch.uk
Web: www.oaklands.herts.sch.uk
Instagram: @oaklandsprimaryschool

Headteacher: Mr T Hassan
Deputy Headteacher: Mrs S Morgan

Role: Senior Catering Assistant

Job Purpose

To support and coordinate the delivery of the school's dining provision through food preparation, reheating and service, and related catering duties. The postholder will take day-to-day responsibility for stock control, ordering, contributing to menu design and monitoring food and service quality. They will help coordinate catering tasks, maintain a safe, welcoming and hygienic kitchen and dining environment, and support school hospitality, wraparound food provision and dining hall operations, in accordance with the school's service model.

Main Duties

Meal Service

- Receive and check deliveries from food suppliers.
- Store and rotate food products in accordance with food safety requirements.
- Reheat frozen meals using approved equipment and procedures.
- Prepare meals for service, ensuring appropriate portion sizes are provided.
- Serve meals to pupils in accordance with school procedures.
- Support pupils during lunchtime to ensure a positive dining experience.
- Monitor food temperatures and complete required records.
- Undertake permitted food preparation and cooking tasks as directed and in line with the school's service model, training and procedures.
- Operate kitchen and meal-service equipment safely, following training and manufacturers' instructions.
- Replenish sauces, condiments and other catering consumables during service.

Dining Hall Management

- Prepare the dining hall for meal service.
- Set up service areas, counters and dining spaces.
- Maintain cleanliness and presentation standards throughout service.
- Clear tables and dining areas after use.
- Reset dining areas ready for subsequent school activities.
- Assist with moving and setting up dining furniture, using safe manual-handling practices.

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Wraparound Provision

- Prepare and organise simple snacks and refreshments for after-school provision.
- Receive and check deliveries from food suppliers for wraparound provision.
- Maintain food storage and hygiene standards relating to wraparound provision.

Staff and Hospitality Provision

- Prepare simple staff refreshments as required.
- Assist with refreshments for meetings, training sessions and school events.
- Support catering arrangements for parent events and community activities.
- Assist with the delivery of catering and refreshments for school functions.

Cleaning Responsibilities

- Clean dining furniture, service counters and meal preparation areas.
- Sweep and mop dining hall and kitchen floors.
- Clean equipment used for meal reheating and service.
- Ensure kitchen and dining areas are maintained to a high standard.
- Dispose of waste appropriately and maintain recycling procedures.
- Undertake scheduled and periodic deep cleaning of kitchen, food preparation, service and dining areas, including equipment, fixtures and hard-to-reach areas, in accordance with the school's cleaning schedules and food hygiene procedures.
- Undertake washing up and the cleaning of crockery, cutlery, utensils and catering equipment as directed.
- Use and store cleaning products safely in accordance with COSHH requirements.

Stock Control

- Monitor and record stock levels, usage and waste; maintain agreed minimum stock levels and identify replenishment needs.
- Check deliveries against orders for quantity, quality, condition, use-by dates and temperature where required; report discrepancies and arrange action through agreed procedures.
- Maintain organised, secure storage and accurate stock records; rotate stock so that products with the earliest expiry dates are used first and carry out regular stock checks.
- Review stock usage and food waste to support efficient purchasing, portion planning and value for money.

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Ordering

- Plan and place orders for food, and catering consumables with approved suppliers, within agreed budgets and delegated authority, obtaining approval where required.
- Base orders on pupil numbers, planned menus, dietary requirements, existing stock and school events, allowing for supplier lead times.
- Maintain order records, check delivery paperwork and refer invoice discrepancies to the relevant school colleague.
- Liaise with suppliers about shortages, substitutions and delivery issues; check suitability and allergen information before accepting substitutions.

Menu Design

- Contribute to the design and review of varied, balanced and appealing menus for pupils, within the school's service model and agreed budget.
- Work with the relevant school lead and catering supplier to ensure menu choices meet applicable school food standards and agreed dietary, cultural and medical requirements.
- Maintain accurate menu and ingredient information, including allergens; communicate changes before service and follow agreed procedures for special diets.
- Use pupil and staff feedback, uptake and waste records to recommend menu improvements, taking account of cost, availability and practical preparation requirements.

Quality Control

- Check food quality, presentation, portion sizes and consistency before and during service against agreed standards.
- Check that required food temperature and hygiene records are completed accurately; take corrective action within training and authority and escalate concerns promptly.
- Prevent food that is unsafe or unsuitable from being served, following school procedures for isolation, reporting and disposal.
- Monitor service standards, record concerns and feedback, and support agreed improvements with catering colleagues and suppliers.

Health and Safety

- Support the implementation and review of catering risk assessments and safe working procedures with the relevant school lead, including burns, cuts, slips, manual handling and cleaning chemicals.
- Follow and help monitor the school's food safety management procedures, including personal hygiene, safe storage, reheating, hot holding, cleaning and prevention of cross-contamination.

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- Apply allergen controls and agreed special-diet procedures; check ingredient information and prevent allergen cross-contact during preparation and service.
- Check that catering colleagues follow safe working practices and use required protective clothing and equipment; provide day-to-day guidance within the postholder's training and authority.
- Report hazards, equipment defects, accidents and near misses promptly; take unsafe equipment out of use and escalate issues in accordance with school procedures.
- Keep required safety and cleaning records up to date and support inspections, audits and completion of agreed corrective actions.

General

- Coordinate day-to-day catering tasks and provide practical guidance to colleagues, referring staffing, operational and compliance concerns to the relevant school lead.
- Undertake relevant training.
- Support the school's safeguarding responsibilities.
- Carry out other reasonable duties consistent with the grade of the post.
- Undertake cashier duties, including operating a cash register and handling monies during service, if required and following training.
- Promote and uphold the school's ethos, vision and values.

Knowledge, Qualifications and Training

- Level 2 Award in Food Safety, or willingness to obtain it within an agreed timescale.
- Level 1 safeguarding training or awareness of keeping children safe.
- Awareness of COSHH requirements and good knowledge of health and safety.
- Knowledge of safe manual-handling practices.
- Understanding of, and commitment to, the school's ethos, vision and values.
- Working knowledge of stock control, ordering processes, food waste reduction and purchasing within an agreed budget.
- Knowledge of food safety monitoring, quality checks, risk assessments and reporting procedures relevant to school catering.

Skills and Competencies

- Clear written and verbal communication and effective listening skills.
- Ability to work effectively as part of a team.
- Good planning, organisation and customer-service skills, including the ability to coordinate catering tasks and prioritise service requirements.

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- A flexible approach to duties and changing operational needs.
- Accurate record-keeping and numeracy skills for stock checks, ordering, portion planning and monitoring expenditure.
- Ability to liaise effectively with suppliers and school colleagues, guide catering colleagues and identify and escalate quality or safety concerns.

Additional Information

This post involves a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required as part of the school's pre-employment checks.

The role will be reviewed annually as part of the school's performance-management and development process.

The duties and responsibilities describe the post as it is currently constituted. The postholder is expected to accept reasonable alterations that may be necessary from time to time, consistent with the grade and general character of the role