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: Catering Assistant

Job Purpose

To support the delivery of the school's dining provision through the preparation, reheating and service of food and to undertake related catering duties as directed. The postholder will maintain a safe, welcoming and hygienic kitchen and dining environment and support wider school hospitality, wraparound food provision and dining hall operations.

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.

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.

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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 stock levels and report shortages.
- Check deliveries against orders.
- Organise storage areas and maintain stock rotation systems.

General

- Comply with food hygiene, allergen and health and safety requirements.
- 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.

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- 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.

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.
- A flexible approach to duties and changing operational needs.

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.