



The Khalsa Academy Wolverhampton Catering Assistant Job Description

Post:	Catering Assistant (15 hours)
Salary:	Points 4-7 £25,185 - £26,403 (Pro Rata Term Time)
Hours:	15 Hours Per Week
Liaising with:	Catering Manager
Line of Responsibility:	Catering Manager

Purpose of Post:

The Catering Assistant will support the Catering Manager in the smooth day-to-day operation of the school's catering provision. This includes assisting with the preparation, presentation, and service of food for pupils, staff, and visitors, while maintaining high standards of hygiene, safety, and customer service.

The role also involves supporting a wider range of catering functions across the academy, including breakfast and lunch provision, staff meals, after-school clubs, parents' evenings, inset days, and whole-staff events. The postholder will contribute to creating a welcoming and efficient catering environment that reflects the values and standards of the school.

Duties and Responsibilities:

Key Responsibilities:

- Support the Principal in ensuring the school's commitment to safeguarding and promoting the welfare of children is delivered.
- Be emblematic of our:

Values: Truth, Altruism, Compassion, Service, Courage,
Resilience & Love

Trust Ethos: Together As One

Supporting Colleagues:

- To work collaboratively with the Catering Manager and wider catering team to ensure all food service runs effectively and efficiently.
- To support colleagues during busy service periods and academy events requiring catering provision.
- To assist in the preparation and setup for special functions, including staff breakfasts, lunches, and evening events.
- To communicate effectively with colleagues to ensure smooth coordination of duties and responsibilities.
- To contribute positively to a team culture built on reliability, professionalism, and shared responsibility.

General Expectations:

- Support the Principal in ensuring that all School and Trust policies are implemented effectively.
- Assist with food preparation, serving, and clearing in line with the catering schedule.
- Maintain high standards of cleanliness and food hygiene in all kitchen and dining areas.
- Follow all health and safety regulations, including food safety procedures and risk assessments.
- Ensure equipment, utensils, and workspaces are cleaned and stored appropriately.
- Support stock rotation, storage, and basic inventory checks as directed by the Catering Manager.
- Provide courteous and professional service to pupils, staff, parents, and visitors.
- Uphold confidentiality and professionalism at all times.
- Represent the school positively through excellent standards of conduct and presentation.
- Promote and monitor Health and Safety for all, including responding to emergency situations.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To play a full part in the life of the school community.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Other Duties

- Support catering arrangements for after-school clubs, parents' evenings, inset days, and academy-wide events.
- Assist in preparing refreshments for meetings, visitors, and training sessions where required.
- Undertake any other reasonable duties as requested by the Catering Manager or senior leaders in line with the nature of the role.
- Be flexible in working arrangements to meet the needs of the school calendar and special events.
- The post holder will be subject to performance objectives agreed annually and participate in performance management cycle.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.
To take on any whole school initiative or responsibility that the Principal may direct.

The above duties are not exhaustive and the post-holder may be required to undertake reasonable tasks as assigned by the Principal.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

CONDITIONS OF EMPLOYMENT:

THE ABOVE RESPONSIBILITIES ARE SUBJECT TO THE GENERAL DUTIES AND RESPONSIBILITIES CONTAINED IN THE WRITTEN STATEMENT OF CONDITIONS OF EMPLOYMENT (THE CONTRACT OF EMPLOYMENT).

ONE Multi Academies Trust Safeguarding Statement

ONE Multi Academies Trust is committed to safeguarding children. We believe that children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We expect that all staff, volunteers, outside agencies and service providers adhere to our policies and share in our commitment to safeguard all children in our care.

Person Specification

Attributes	Essential	Desirable	Evidenced
Qualifications & training	<ul style="list-style-type: none"> • Experience of working in a catering, hospitality, or food service environment. • Good understanding of food hygiene and health & safety requirements. • Ability to work as part of a team and support colleagues effectively. • Strong organisational skills and ability to manage tasks efficiently. • Positive attitude and willingness to be flexible in a busy school environment. • Good communication and interpersonal skills. • Commitment to high standards of service and cleanliness. 	<ul style="list-style-type: none"> • Food Hygiene Certificate (Level 2 or equivalent). • Previous experience in a school or educational setting. • Experience supporting events or hospitality functions. • Knowledge of allergen awareness and dietary requirements 	Application Form Interview
Previous Experience	<ul style="list-style-type: none"> • Experience of working in a catering, hospitality, food service, or customer-facing environment. • Experience of supporting food preparation, service, and cleaning duties. • Experience of working as part of a team in a busy environment. 		Application Form Interview
Personal Qualities	<ul style="list-style-type: none"> • Reliable, punctual, and professional. • Friendly and approachable manner. • Able to work under pressure and adapt to changing priorities. • Takes pride in delivering high standards. • Committed to supporting the wider life of the academy. 		Application Form Interview