



Catering Assistant

Contract Type: Part time, term time.

Salary: In Line with national minimum wage

Background

Kirkham Grammar School comprises a Senior, Junior, Infant and Pre-School. The catering team provides meals and refreshments for pupils, staff and visitors, supporting the wellbeing of the school community through a welcoming and efficient service.

Reports to: Catering Manager

Job Purpose: To assist with the preparation and service of meals and refreshments, and to maintain clean, safe and hygienic catering facilities. The Catering Assistant helps the team provide a reliable service that meets the dietary needs of the school community.

The role requires a practical approach, good teamwork and a friendly manner. You will need to work efficiently during busy service periods, follow instructions carefully and maintain high standards of food hygiene and customer care.

Main Duties and Responsibilities

1 Food Preparation

- Assist with the preparation of ingredients, sandwiches, salads and other dishes as directed by the catering team.
- Follow recipes, portion guidance and instructions to support consistent food quality and minimise waste.
- Use kitchen equipment safely and only after appropriate instruction or training.

2 Food Service and Customer Care

- Set up counters, dining areas and service points, ensuring that food, utensils and refreshments are ready for service.
- Serve pupils, staff and visitors courteously, following portion guidance and helping the service run smoothly.
- Follow the school's procedures for special diets and allergens. Refer any uncertainty to the person in charge before serving food.

Main Duties and Responsibilities continued

3 Cleaning and Hygiene

- Wash dishes, cutlery, utensils and catering equipment, using dishwashing equipment as instructed.
- Clean and sanitise work surfaces, equipment, floors and dining areas in accordance with cleaning schedules.
- Handle cleaning products safely, use the protective equipment provided and dispose of waste correctly.

4 Food Safety and Stock Control

- Follow the school's food safety procedures, including hand hygiene, safe storage and measures to prevent cross-contamination.
- Carry out and record food or equipment temperature checks as directed, reporting any concerns promptly.
- Assist with checking deliveries, storing supplies and rotating stock. Report shortages, damaged goods and out-of-date items.

5 Health and Safety

- Follow safe working practices when handling hot items, using equipment and moving supplies. Use handling aids and seek assistance where needed.
- Report hazards, equipment faults, accidents and near misses promptly to the person in charge.
- Wear the required workwear and maintain appropriate standards of personal hygiene. Report illness that could affect food safety before handling food.

6 Teamwork and School Support

- Work cooperatively with colleagues and follow the daily priorities set by the person in charge.
- Assist with refreshments and catering for school events and functions as required within agreed working arrangements.
- Attend relevant training and follow school policies, including safeguarding, confidentiality and equality. Report any safeguarding concern promptly through the school's procedures.

This job description is not definitive and may be reviewed from time to time in accordance with the needs of the school. Other reasonable duties consistent with the role may be required.

Person Specification

Essential

Customer Care: A friendly, helpful manner and the ability to communicate clearly with pupils, colleagues and visitors.

Teamwork: The ability to follow instructions, work reliably as part of a team and use initiative within agreed responsibilities.

Organisation: The ability to prioritise practical tasks and maintain standards during busy service periods.

Food Hygiene: An understanding of the importance of cleanliness, safe food handling and allergen awareness, with a willingness to undertake required training.

Practical Skills: The ability to carry out food preparation, service and cleaning duties safely, with appropriate training, equipment and reasonable adjustments where required.

Safeguarding: A commitment to pupil wellbeing and safeguarding, professional conduct and confidentiality.

Desirable

- Previous experience in a kitchen, catering or food service environment, particularly in a school or similar setting.
- A relevant food hygiene qualification and experience of working with special diets or allergen procedures.

Further Information

Hours of Work: Monday to Friday 10am until 2pm or Monday to Friday 11am until 3pm. The position will be a term time contract with additional hours for training and functions.

Salary: National minimum wage

All employees at Kirkham Grammar School are expected to:

- Embody and promote the school's values and ethos.
- Make effective use of technology where relevant to their role.
- Commit to ongoing professional learning and reflection.
- Prioritise pupil wellbeing, inclusion and safeguarding in all aspects of school life.
- Make a positive contribution to the wider life and community of the school.

Applications

Closing date for applications: 05/11/2026

Proposed interview date: 09/11/2026

By application form to:

Mrs A Roberts

HR Manager

Kirkham Grammar School

Ribby Road, Kirkham, PR4 2BH

Email: a.roberts@kirkhamgrammar.co.uk

The post is subject to completion of the school's application form, two satisfactory references, DBS clearance and verification of qualifications where applicable.

Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people.

Kirkham Grammar School reserves the right to close this vacancy early should we receive a sufficient number of suitable applications. Early applications are therefore encouraged.