

JOB DESCRIPTION: FOOD SERVICE ASSISTANT

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects its staff and volunteers to share that commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	To work within the Catering Team to be responsible for assisting with the preparation and service of food through dishwashing and cleaning
Responsible to:	Catering Manager
Hours of work:	8hrs on Saturdays (variable; either a 7am start or a later start dependant on School sports fixtures). Opportunity to work extra hours during the week to help with School events i.e. match teas Hours worked during School Term time, when School is in session, and at such further times and for such periods as are necessary for the proper performance of your duties (approximately 19 Saturdays per year).
Commencement date:	January 2026

Overview

To work within the Catering Team mainly dishwashing and cleaning and assisting with the preparation, service and presentation of food and beverages and other catering requests. The aim of all such support staff is to work collaboratively to meet the needs of teaching staff and pupils ensuring the better performance of the School.

To contribute to the environment of high standards, good manners and excellent service at which the School aims.

Key Tasks

- The main task is dishwashing and cleaning within the School kitchen
- Preparation, service and presentation of food and beverage and other catering requests
- Preparation of salad and sandwiches
- Assisting the School chefs
- Accepting deliveries, some heavy lifting required
- Ensuring that point of information (*e.g.* allergens) are correct and that descriptive menus accompany all dishes and adequately represent the dishes they support
- Keeping work area clean to a high standard of cleanliness

- To ensure that legal and School requirements are adhered to in respect of Hygiene, Health & Safety and Food Safety Law
- To work in a safe and tidy manner at all times
- To strive to continually exceed expectations and provide excellent pupil care
- To report and where possible take action about complaints or compliments
- To provide cover in other areas of the School kitchen on a rota basis
- To participate in staff meetings and training as required, including First Aid
- Duties may vary between term and closure periods
- To undertake any other reasonable duties as requested by management

Safeguarding of Children

- All staff are responsible for the safeguarding of children in line with the School's *Child Protection and Safeguarding Policy* and other associated documents.

Knowledge, Skills and Experience Required

Essential

- Extremely high level of personal and general cleanliness and hygiene, and a desire to see the highest standards attained.
- Self-motivated with the ability to work under own initiative.
- Physical capability to meet the demands of the role, which will include manual work.
- Ability to work positively in a team environment, maintaining a happy and helpful manner and attitude.
- A pro-active and flexible approach to role. Hours can occasionally vary depending on the School Calendar, requiring attendance at occasional School events at weekends (e.g. annual Speech Day).
- Good time-keeping.
- Ability to communicate effectively.
- Enthusiasm, energy and commitment.
- Flexible approach to role.
- Knowledge and understanding of food safety and allergens.
- Positive approach to learning in the role and identifying your own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.

Desirable

- Experience of working in a food environment. Training will be provided.
- Food Safety qualifications.

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.

- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.