



Princes Primary School

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DIVISION:	Princes Primary School
JOB TITLE:	Catering Assistant
SALARY:	Grade 2 SCP 3-5
HOURS:	15 hours per week 11.00am – 2.00pm
DIRECTLY RESPONSIBLE TO:	School Cook
THIS POST IS SUBJECT TO DISCLOSURE:	Enhanced Disclosure

Main Purpose of the Role

The Catering Assistant will be a key member of the school's catering team, responsible for providing a high-quality, efficient, and friendly catering service to pupils and staff. This role is essential in creating a positive and safe dining environment for all children

Key Responsibilities

Food Preparation and Service:

Assist with general food preparation duties as directed by the Catering Manager or Supervisor.
Serve food to pupils and staff in a timely and professional manner.
Ensure a friendly and supportive atmosphere for all children during lunchtime.

Cleaning and Hygiene:

Complete daily cleaning tasks for the kitchen, including work surfaces, equipment, and serving areas.
Clean the dining room, including tables, chairs, and floors.
Wash and sanitize all dishes, utensils, and serving equipment.
Ensure all cleaning duties are performed in compliance with the school's hygiene and health and safety policies.

Health and Safety:

Adhere to all relevant Health & Safety and food hygiene regulations.
Report any equipment malfunctions or safety concerns to the Catering Manager immediately.
Maintain a clean and tidy workspace at all times to prevent accidents.

Teamwork:

Work effectively as part of the catering team to ensure a smooth and efficient service.
Communicate clearly and respectfully with colleagues, pupils, and staff.

