

**Guru Nanak Sikh Academy**  
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## **Catering Assistant**

**Deadline for Applications:** 19<sup>th</sup> September 2025  
**Job Start Date:** As soon as possible  
**Salary:** £12.21 per hour (Annual Salary: £10,244)  
**Contract Type:** Term Time - 38.6 weeks (including 3 inset days)  
**Hours:** 10.30am – 2.30pm  
**Contract Term:** Permanent

### **PURPOSE OF THE JOB:**

To serve a wide variety of vegetarian meals and other food items. Maintain high standards of food service and service delivery in order for the School to operate at the maximum level of efficiency.

Ensuring compliance with the School's Standard Operating Procedures

To work in a safe condition in the School Catering Department in accordance with Statutory and Regulatory codes of practice, and be responsible for agreed safety procedures carried out to maintain a safe environment under the Health & Safety at Work Act (1974).

### **Main Responsibilities and Tasks:**

The normal duties of the postholder will usually include the following:

#### **Food Preparation**

- Assist in the preparation and presentation of food.
- Prepare all food items within agreed cooking methods and portion controls.
- Implement and maintain the School's food standards, and work with the Chef and Catering Manager to improve where possible.
- Ensure the food safety of pupils with particular and special diets.

#### **Health and Safety**

- Ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy.
- Maintain highest levels of cleanliness and hygiene within the kitchen area, and ensure that the cleaning schedule is completed on a daily basis.
- Carry out a deep clean as directed by the Catering Manager.
- Ensure compliance with the School's Health & Safety policy, COSHH regulations and all statutory health and safety requirements, and ensure that these are observed by all members of staff and visitors.
- Report immediately any machinery faults to the Catering Manager.
- Co-operate with the employer on all issues relating to health, safety and welfare.
- Maintain a high standard of personal cleanliness and hygiene.

#### **Food Service**

- Serve staff, pupils and visitors at service time to the required standard and promote a warm, friendly atmosphere.

#### **General**

- Assist in the production and service of special functions, as required.
- Attend meetings and training courses as may be required for personal and professional development.

- Undertake such other work as may be requested by the Catering Manager up to or at a level consistent with the principal duties and responsibilities of the role.
- Understand and implement child protection procedures.

**Job Context and any other relevant information:**

The catering environment can be a physically demanding environment requiring substantial physical effort at times with heavy lifting and sometimes long periods of repetitive tasks. A certain degree of bending, stretching, twisting and constant movement is required and ability to work at a quick pace over meal service times

A high level of flexibility is required to cover changes in services, dependant on business levels and requirements. Demands to provide services out with the catering unit, requires co-operation and must be prepared to extend working hours at short notice within limits. Chefs must be prepared to work in any area unless specialist training has not been given.

**Confidentiality:**

All staff are required to respect the confidentiality of all matters relating to the school, pupils and staff.

**Safeguarding:**

It is a requirement of this role that the post-holder has satisfactory DBS clearance

**PERSON SPECIFICATION**

- Level 2 Award Food Safety & Hygiene Qualification
- Good working knowledge of Food Hygiene and Health & Safety.
- Must be good at organising work.
- Must be reliable, hardworking and dedicated.
- The ability to communicate fluently with adults and children in English.
- Good written and verbal communication skills
- Practical working knowledge of kitchens. Food preparation & presentation.
- Excellent skills, techniques & Quality standards.
- Control of goods & supplies.
- Flexible in attitude, able to work methodically and in part unsupervised. Adaptable and organised.
- Suitable to work with children.
- Enthusiasm, determination and an insistence on high standards
- A sense of humour.
- Excellent attendance and punctuality.
- Willingness to learn new skills and approaches and to share the experience with others.
- Must be able to cope with the physical demands of the post.

We are a happy Academy with delightful, enthusiastic pupils, excellent hard working staff, supportive parents and loyal governors. If you are interested in investing in your future alongside that of our future generations, then this is the School for you.

We can offer you the following:

- Staff well-being,
- Staff benefits package,
- Strong community spirit,
- Vibrant mixed staff,
- Positive student and staff relationships,
- Staff fitness club, discounted Health Club & Gym membership,
- Great results in a supportive environment;
- Strong supportive appraisal system,
- Highly invested Teaching and Learning CPD programme,
- Two weeks Autumn half term break,
- Clear 'SHARE' vision and values that promote academic and personal success and well-being,

- Certified CPD online course programmes with access to a wide variety of training and qualifications,
- Great succession planning and career pathways prospects,
- Great transport links; Onsite parking, 10 minutes' drive to Heathrow or M25, 15 Minutes brisk walk to Southall Cross Rail Station

Thank you for the interest you have shown in this vacancy. Please note the closing date for applications is 21<sup>st</sup> January 2022. We reserve the right to close this vacancy early if a suitable candidate is found.

Guru Nanak Sikh Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.