



Camden School for Girls

Frances Mary Buss Foundation

Headteacher: Kateryna Law

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Catering Assistant – reporting to Catering Manager

Grade: Salary Grade Pay Scale 1/2 Scale Point 2-4

Actual Salary: £18,911 - £19,448

Hours: 26.25 hours per week, term time only (38 weeks per year) 9.30am – 2.45pm Monday - Friday

MAIN PURPOSE OF POST

To assist in the daily provision of a catering service for students and staff. The role includes food preparation, serving food and cleaning, and will involve following a duty sheet provided by the Catering Manager. Actual hours for the post will be 9.30am to 2.45pm each day.

JOB DESCRIPTION

- To assist with the preparation, cooking and presentation and serving of daily meals. This includes a lunch and break-time service for students and staff; as well as catering for various school functions.
- Ensuring that standards of cleanliness set by the school and the LEA are adhered to in relation to the kitchen and dining area, equipment and utensils.
- Ability to work as part of a team and delivering effective services.
- Ensuring that Health & Safety standards and Food Hygiene standards are maintained.
- Undertake training as required ie: safeguarding, GDPR, COSHH and Food Hygiene.

KNOWLEDGE

Preferable :

- Level 2 food hygiene qualification
- Knowledge of food Allergens and COSHH regulations relating to cleaning chemicals in a kitchen environment.
- Previous experience of working within a kitchen environment

Departmental Information

The catering department consists of a catering manager, kitchen staff and meal supervisors, one of which is a senior supervisor.

The catering department offers two services of food and drink to all pupils and staff every day, one at break time and one at lunch. They have a three week menu on rotation which meets the government guidelines on delivering food in schools, consisting of healthy food choices at break and hot meal on offer every day at lunchtime.

September 2025