

Date: September 2026

Debenham High School

JOB DESCRIPTION

Job title: Catering Assistant - Temporary

Grade: Grade 1 Point 3

Hours: Part-time 20-27.5 hours per week / 38 weeks per year (Term time only)
(Specific hours to be agreed with the Catering Manager)

Line Manager Catering Manager

Job purpose

To carry out the duties of the post as directed by the Catering Manager

Organisational relationships

- Directly responsible to the Catering Manager

Specific duties

1 Operational

- Food preparation under the direction of the catering management team
- Washing and cleaning of cutlery, crockery, kitchen utensils and surfaces
- Clearing of tables and serving food cafeteria fashion
- Help to maintain a safe and tidy working environment
- Maintain good food hygiene and Health and Safety working practices and undertake basic food handling training as necessary.

2 Health and Safety

- Adhere to all agreed procedures.
- Comply with the agreed Health and Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
- Operate kitchen equipment with due regard to health and safety at all times
- Leave all kitchen areas clean and free from hazards.
- Maintain high standards of cleanliness, personal hygiene and appearance.

3 Other Specific Duties

- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times

- Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.

*Debenham High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
The appointed person will be required to undergo an enhanced DBS clearance check.*

Debenham High School Mission Statement

To provide a top quality education for pupils of all abilities in a caring, challenging, supportive and attractive environment in which all members of the community are valued and where Christian moral values are encouraged.

Job title: Catering Assistant

Grade: Grade 1

PERSON SPECIFICATION

Criteria	Essential to basic performance of job	Desirable and required for fully competent performance of job
Technical or specialist	Some experience of cooking in a commercial kitchen Self motivated and a willingness to learn the physical tasks in a busy kitchen	Some previous experience of cooking in a school catering environment
Physical Effort	Moderate to high. Job induces degree of physical fatigue from standing for long period and for moving and handling large items and loads.	
Literacy and numeracy	Good basic level of numeracy and literacy	
Organisational		Experience or knowledge of working in a school environment.
Knowledge & use of equipment	Ability to use catering equipment and electronic registers	
Qualifications	Willingness to undertake Health and Safety training and to gain a Health and Hygiene certificate	Current holder of Health and Hygiene certificate