



Catering Assistant

Work Location: Scarisbrick Hall School

Salary: £12.80 per hour

Contract Types: Permanent

Position Type: 10:00am – 4:30pm Monday to Friday (Term Time Only)

Job Description

Scarisbrick Hall School is seeking a caring, organised and proactive Catering Assistant to support our Nursery and Main Kitchen operations.

This is a key role within our catering provision, helping to ensure the safe preparation, transportation, serving and monitoring of food for children across Early Years and the main school. Working closely with our catering team and Early Years staff, the successful candidate will play an important role in strengthening food preparation processes, allergen management procedures and information systems to help minimise potential choking and allergy risks within the Nursery environment.

The successful candidate will be a team player who thrives in a busy school environment and takes pride in supporting the wellbeing of children through the delivery of safe, nutritious and high-quality food.

Key Responsibilities

Nursery Food Preparation & Safety

- Support the safe preparation, portioning and presentation of meals, snacks and refreshments for nursery children.
- Assist in implementing robust food preparation procedures designed to minimise potential choking hazards.
- Prepare foods in accordance with age-appropriate guidance and nursery requirements.
- Ensure food textures, portion sizes and presentation are suitable for Early Years children.

- Support the accurate communication of dietary, allergen and medical information between the kitchen and nursery teams.
- Assist in maintaining allergen records, dietary lists and food communication systems.
- Immediately report any discrepancies relating to dietary requirements, allergies or food safety concerns.
- Work closely with nursery staff to ensure all children's dietary requirements are correctly identified and managed.

Food Service & Delivery

- Support the preparation and service of lunches for nursery and school pupils.
- Safely transport food, beverages and service items between kitchen and nursery locations.
- Ensure food is delivered at the correct temperature and in accordance with food safety requirements.
- Assist with serving meals in a professional, friendly and efficient manner.
- Help maintain positive dining experiences for pupils and staff.
- Support hospitality, special events, theme days and school functions where required.

Allergen Management & Compliance

- Follow all allergen management procedures and food safety controls.
- Maintain strict separation of allergenic ingredients and specialised dietary meals.
- Assist in preventing cross-contamination during food preparation, transport and service.
- Support the completion of allergen documentation and food safety records.
- Ensure compliance with Natasha's Law, Food Information Regulations and School Catering procedures.
- Promote a culture of vigilance regarding food allergies and medical dietary requirements.

Cleaning & Kitchen Standards

- Carry out post-service cleaning duties within the kitchen, preparation areas and service locations.

- Wash and sanitise equipment, utensils and food preparation areas.
- Assist with dishwashing and cleaning schedules.
- Maintain cleanliness and organisation of food storage and preparation areas.
- Dispose of waste appropriately and support recycling initiatives where possible.
- Ensure cleaning records are completed accurately.

Food Safety, Hygiene & Health and Safety

- Maintain excellent standards of hygiene, cleanliness and personal presentation.
- Follow HACCP procedures and food safety management systems.
- Comply with Food Safety Act requirements and all relevant catering legislation.
- Follow COSHH, Health & Safety, Fire Safety and Manual Handling procedures.
- Report accidents, near misses, hazards and defective equipment promptly.
- Use equipment safely and responsibly.

Team Contribution

- Work collaboratively with the Head Chef, Catering Team and Nursery Staff.
- Provide support across all areas of catering operations where required.
- Assist with stock rotation, deliveries and storage procedures.
- Help minimise food waste through careful preparation and portion control.
- Demonstrate flexibility to meet the operational needs of the school.
- Contribute positively to the development and improvement of catering services.

Additional Duties

- Attend training sessions and team meetings as required.
- Undertake any reasonable duties requested by the Head Chef or Catering & Events Manager.
- Support the school's commitment to safeguarding, wellbeing and healthy eating initiatives.
- Promote and safeguard the welfare of children and young people in accordance with school policies.

Qualifications

Essential

- Experience working within a catering, food service, hospitality or school environment.
- Good understanding of food hygiene and food safety requirements.
- Strong organisational and communication skills.
- Excellent attention to detail.
- Ability to work effectively as part of a team.
- Positive, caring and professional attitude.
- Ability to work efficiently in a busy environment.
- Understanding of the importance of allergen management and dietary compliance.
- Commitment to maintaining high standards of cleanliness and hygiene.

Desirable

- Experience working within a nursery, school or childcare setting.
- Level 2 Food Safety Certificate.
- Experience supporting allergen management systems.
- Knowledge of choking prevention guidance for young children.
- Understanding of food preparation requirements within Early Years settings.

What It's Like to Work Here

Scarisbrick Hall School is a leading independent school set within a stunning historic estate. Our catering team provides meals for pupils from Nursery through to Sixth Form, together with hospitality events and community functions throughout the year.

As a member of our catering team, you will play a direct role in supporting children's health, wellbeing and development. You will join a friendly and supportive environment where your contribution is genuinely valued and where high standards of food safety, safeguarding and customer service are at the heart of everything we do.

Benefits:

- Free parking
- On-site gym
- Staff discounts

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding training will be given.

Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service. The school will conduct this check for you.

How to Apply

Please send your CV and a brief covering email to:

recruitment@scarisbrickhallschool.co.uk