

Person Specification – Catering Assistant

Criteria	Essential	Desirable
Effective time management and organisational skills.	✓	
Ability to prioritise and manage a varied workload, working independently and using initiative.	✓	
Ability to work effectively as part of a team and build positive relationships with staff and students.	✓	
Excellent communication and interpersonal skills, with the ability to work with people at all levels.	✓	
Positive, enthusiastic, approachable and flexible attitude.	✓	
Commitment to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to equality, diversity and inclusion.	✓	
Ability to maintain confidentiality and handle sensitive information appropriately.	✓	
Basic IT and numeracy skills, including the ability to complete records and use catering-related systems where required.	✓	
Willingness to learn new skills and undertake relevant professional development.	✓	
Knowledge of food hygiene, food safety regulations and safe working practices within a catering environment.	✓	
Understanding of Health and Safety legislation relevant to catering and kitchen environments.	✓	
Understanding of allergen management requirements and the safe preparation and serving of food.	✓	
Understanding of COSHH regulations and the safe storage, handling and use of cleaning chemicals and kitchen products.	✓	
Ability to maintain high standards of cleanliness, hygiene and food presentation.	✓	
Ability to maintain accurate records relating to food safety, temperatures and cleaning schedules.	✓	
Ability to undertake manual handling duties, including moving food supplies and catering equipment safely.	✓	
Ability to remain calm under pressure and work efficiently during busy service periods.	✓	
Experience of working in a school, college or educational environment.		✓
Level 2 Food Safety and Hygiene Certificate (or willingness to obtain).		✓
Experience of preparing and serving food in a busy catering environment.		✓
Experience of operating commercial catering equipment safely.		✓
Knowledge of food allergens and special dietary requirements.		✓
Experience of cash handling and operating tills/POS systems.		✓
Experience of stock ordering and inventory management.		✓
Experience of supporting catering services for events, functions or hospitality.		✓
First Aid qualification.		✓
Knowledge of nutritional standards and healthy eating guidance for schools.		✓