

Hamilton College

Job Description: Catering Assistant (Part-Time)

Status and hours: 15 hours per week (1130 - 1430, Monday - Friday). Term time plus inset days.

Responsible to: Catering Manager

A. Ethos

To make an effective contribution towards meeting the aims of Hamilton College.

B. Job Purpose

To support the provision of nutritious, well-presented meals to pupils and staff in a safe, clean, and welcoming environment, contributing to the smooth running of the school's catering service.

C. Key Responsibilities

1. Assist in the preparation and serving of school meals in accordance with menus and dietary requirements.
2. Ensure the dietary needs and allergen requirements of learners, staff, and parents are consistently met. This includes:
 - a. Accurately identifying and preparing meals for individuals with specific dietary restrictions or allergies.
 - b. Communicating clearly with the catering team, school staff, and parents to ensure safe food handling and service.
 - c. Ensuring allergen signage and labelling are clear and compliant with school and legal standards.
 - d. Participating in relevant training and staying informed about food safety regulations and best practices.
3. Ensure food is presented attractively and served in a timely manner.
4. Maintain cleanliness and hygiene in the kitchen and dining areas, including washing up and cleaning surfaces and equipment.
5. Set up and clear down the dining area before and after meal service.
6. Follow food safety and hygiene regulations at all times.
7. Assist with stock rotation and storage of deliveries.

8. Provide friendly and courteous service to pupils and staff.
9. Support themed meal days and school events as required.
10. Support the school with events in evenings and weekends as required.
11. Report any concerns regarding food safety, equipment, or pupil welfare to the Catering Manager.

D. Specific Objective for Service Delivery

Health and safety

1. The Catering Assistant must follow all Hamilton College health and safety policies, procedures and any additional health and safety instructions as required by the Catering Manager.
2. The Catering Assistant must support the Catering Manager to ensure that all safety at work procedures are followed.

Departmental and College Profiles

3. To promote a positive, high profile for the departments and College with pupils, staff, the Staff Council, parents, other schools, key support agencies and the public.

Professional Review

4. To undertake a programme of professional development (PRD) as agreed with Catering Manager.

Resources

5. To make efficient and effective use of the accommodation, resources and facilities in the Catering area.

Confidentiality

6. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.

Safeguarding

7. Hamilton College is committed to safeguarding and promoting the welfare of learners. We expect all staff to share this commitment and to undergo appropriate checks, including an update PVG check.

August 2025

