THORNHILL COLLEGE
CULMORE ROAD
DERRY BT48 8JF

SCHOOL MEALS KITCHEN

JOB DESCRIPTION

Post: **Temporary Catering Assistant (Maternity Cover) (Part-time/Term-time) (Ref: CASMK2/26) (16.25hpw/3.25hpd – hours to be confirmed)**

Responsible to: Principal through appropriate Line Manager

Reports to: Unit Catering Supervisor

Job Purpose: To actively participate in the daily operation of the Catering Unit under the direction of the Unit Catering Supervisor to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit.

Qualifications/Experience:
Essential - Applicants who have experience in a similar position within the catering will have an advantage.
Desirable - Applicants who have experience in a similar position in a school and/or hold a Basic Hygiene Certificate may have an advantage.

Duties and Responsibilities:

1. The basic preparation of food and beverages including the preparation of vegetables and snacks using appropriate equipment.
2. Simple cooking including the reconstitution of prepared food.
3. Organisation and control of food service points.
4. To carry out cashless/swipe card till operation duties.
5. The transferring and serving of meals and snacks including the transfer of meals and orders from the kitchen to other areas of the school.
6. Assisting with the promotion of meals to pupils, parents and principal.
7. Preparation of the dining area:
   (a) The setting out of dining room tables, chairs, benches and serving points as required by the meals service.
   (b) The setting of tables, laying out of cutlery, water jugs etc.
8. General kitchen and dining room duties including washing up, clearing away equipment including tables, chairs and benches. The cleaning of the kitchen/servery, dining room and equipment including floors and walls.

9. Recording of temperatures for control purposes as required.
10. Securing of premises as required.
11. Duties as delegated in connection with service provision.
12. Any other duties which may be delegated to school meals staff due to close of additional lunchtime eating areas during the month of June e.g. supervising, light housekeeping etc.

General Conditions

1. All duties must be carried out to comply with school Health and Safety Policy.
2. All duties will be carried out in the working conditions normally inherent in the particular job.
3. All necessary administration must be completed.
4. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

Hours/Rate of Pay
Hours: 16.25hpw/3.25hpd (times to be confirmed)
Rate of pay: NJC Scale Point 5 £14.0783 per hour (£26,427 per annum/pro-rata)

Note: Where part of the school premises is used for the dual purpose of consumption of food and educational purposes, non catering staff are responsible for the cleaning of the room.

November 2026