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**Catering Officer - School Kitchen**

**Position:** Catering Officer  
**Location:** Elm Tree Community Primary School, Skelmersdale, WN8 6SA  
**Working Hours:**

* Monday - Thursday: 9:45am – 1:30pm
* Friday: 8:30am – 1:30pm
* Term time only (45.25 weeks)

**Salary:** Grade 4 - £11,447 - £11,812

**We are looking for a dedicated and enthusiastic Catering Officer to join our school kitchen team.** This is an exciting opportunity for someone passionate about food and working in a school environment. As a Catering Officer, you will be responsible for assisting in the preparation and serving of nutritious meals to students and staff, maintaining high standards of food hygiene and cleanliness, and supporting the smooth operation of the school catering service.

**Key Responsibilities:**

* Assist with the preparation and cooking of meals in line with menu plans and dietary requirements.
* Serve meals to students and staff in a friendly and efficient manner.
* Ensure compliance with food safety and hygiene standards, including daily cleaning and sanitizing of kitchen areas.
* Support the head chef in stock control and the ordering of ingredients.
* Help maintain a safe, welcoming, and professional environment within the kitchen and dining areas.

**Requirements:**

* Previous experience in catering or food preparation (ideally in a school or similar setting).
* Knowledge of food safety and hygiene standards (Food Safety Level 2 or equivalent preferred).
* A positive attitude, with the ability to work well as part of a team.
* Excellent communication skills and the ability to interact with children, staff, and visitors in a professional manner.
* Flexibility and willingness to adapt to the needs of the school kitchen.

If you are passionate about food and want to make a difference in the lives of students, we would love to hear from you.

**How to Apply:**  
Please send your application form over to Jordan Calderbank – [calderbankj@elmtree.lancs.sch.uk](mailto:calderbankj@elmtree.lancs.sch.uk) by 12 noon on Friday 31st January 2025.

**Closing Date: Friday 31st January 2025 at 12 noon**

Elm Tree Community Primary School committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo an enhanced DBS check.