

**Job Title:** Catering Officer

**Location:** Elm Tree Community Primary School, WN8 6SA

**Reports To:** Head Chef / Catering Manager

**Job Type:** Part-Time (20 hours weekly, 9:45am -1:30pm Monday – Thursday. 8:30am – 1:30pm Friday)

**Salary:** Grade 4 – SCP 6. Due to the position being term time only, this equates to - £11,812.95

**Job Overview:**

We are seeking a dedicated and enthusiastic Catering Officer to support our Head Chef and catering team in providing high-quality meals for our students. The Catering Officer will assist in various kitchen operations, including meal preparation, kitchen maintenance, and ensuring compliance with health and safety standards.

**Key Responsibilities:**

* **Meal Preparation:** Assist the Head Chef in preparing and cooking meals according to the school's menu, including special dietary needs and allergens.
* **Kitchen Organisation:** Help maintain an organised and efficient kitchen environment. Ensure that food is stored correctly and kitchen equipment is properly cleaned and maintained.
* **Inventory Management:** Assist in ordering and managing kitchen supplies, ensuring stock levels are maintained and inventory is properly recorded.
* **Health & Safety Compliance:** Follow all food safety and hygiene regulations. Maintain cleanliness and safety standards in the kitchen and storage areas.
* **Team Support:** Collaborate with other kitchen staff to ensure smooth operation. Provide support in training new kitchen staff as required.
* **Student Interaction:** Occasionally interact with students to gather feedback on meals and address any special requests or dietary concerns.
* **Administrative Tasks:** Help with administrative duties related to meal planning, such as maintaining records of food orders and preparing reports as needed.

**Person Specification:**

**Qualifications:**

* **Education:** GCSEs in English and Mathematics or equivalent qualifications.
* **Food Hygiene Certification:** Basic Food Hygiene Certificate is required. Advanced Food Hygiene Certification is desirable.

**Experience:**

* **Relevant Experience:** Previous experience in a catering or kitchen environment is preferred but not essential. Experience working in a school or similar environment is advantageous.
* **Skills:** Ability to follow recipes and instructions accurately. Familiarity with kitchen equipment and food safety practices.

**Skills & Competencies:**

* **Teamwork:** Ability to work effectively as part of a team and support colleagues.
* **Communication:** Good communication skills to interact with students, staff, and suppliers.
* **Organisational Skills:** Strong organisational abilities to manage tasks efficiently and prioritize workload.
* **Attention to Detail:** Keen attention to detail, especially in food preparation and hygiene practices.
* **Flexibility:** Willingness to adapt to changing needs and assist with various tasks as required.

**Personal Attributes:**

* **Enthusiastic:** Passionate about food and committed to providing high-quality meals.
* **Reliable:** Dependable and punctual with a strong work ethic.
* **Adaptable:** Able to work in a dynamic environment and handle occasional stress effectively.

**Additional Information:**

* **Working Hours:** 10 hours per week. 11:30am-1:30pm Mon-Fri
* **Physical Requirements:** The role may require standing for extended periods, lifting, and carrying items.

**Application Process:**

Interested candidates should submit their application form to Jordan Calderbank – calderbankj@elmtree.lancs.sch.uk by 12 noon on 3rd April 2025.

Elm Tree Community Primary School is an equal opportunity employer and encourages applications from all qualified individuals.