



Pound Hill Junior School

Position: Catering Assistant
Grade/Salary: West Sussex Grade 2 Point 3
(£2796.64 + Crawley Weighting allowance of £63.27)
Hours: 5 hours per week, Monday – Friday 12pm – 1pm
Contract Type: Term Time only

Main purpose

To assist with serving food to pupils, basic preparation tasks, setting up for lunch, and washing up/closing duties after lunch service.

Duties and responsibilities

- Serve food and beverages to pupils during lunchtime.
- Assist with simple food preparation tasks as directed.
- Set up the dining area for lunch service.
- Undertake washing up and cleaning duties after lunch.
- Follow food hygiene and health & safety regulations at all times.

Individuals in this role may also undertake some or all of the following

- Assist with refilling cutlery as needed.
- Assist with moving and setting up dining furniture if required.

Knowledge, skills and experience

- Food hygiene certificate (or willingness to obtain).
- Some experience working with food or in a kitchen environment preferred.
- Ability to work efficiently within a short time frame.

We warmly encourage you to visit our school to meet the children and staff. Please telephone the school to arrange a mutually convenient appointment.

Pound Hill Junior School and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

In compliance with Safer Recruitment guidelines, CVs cannot be accepted and you will need to complete an Application Form to be considered for this position.