



Catering & Food Services Assistant (Apetito)

Job Description

Location: Fieldstone School (Place House or College House)

Hours: Monday to Friday, 11:00am to 2:30pm (17.5 hours per week, term time plus training days as required)

Responsible to: Site Lead / Headteacher

Salary: Dependent on experience

Purpose of the Role

To support the delivery of a safe, efficient and welcoming catering service for students and staff by managing the daily preparation and serving of Apetito meals. The postholder will ensure high standards of food hygiene, compliance and kitchen organisation whilst contributing positively to the overall day-to-day operation of the school.

The role aligns closely with the school's food service compliance requirements, including food hygiene, stock management, temperature monitoring and kitchen safety procedures.

Main Duties and Responsibilities

1. Catering Operations

- Prepare, heat and serve Apetito meals in accordance with manufacturer guidance and food safety requirements.
 - Ensure all meals are presented attractively and served in a timely manner.
 - Provide a positive and welcoming dining experience for students, staff and visitors.
 - Monitor food portions and availability throughout service.
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2. Ordering and Stock Control

- Order meals and catering supplies in line with agreed procedures.
 - Maintain accurate stock records and undertake regular stock takes.
 - Monitor usage levels and minimise waste.
 - Ensure sufficient supplies are available to meet demand.
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3. Food Hygiene and Compliance

- Maintain high standards of food hygiene and cleanliness at all times.
- Complete required food safety records, including temperature monitoring and cleaning schedules.



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- Ensure food is stored, handled and served in line with food safety legislation and school procedures.
 - Support compliance with Environmental Health requirements and internal audits.
 - Follow COSHH, Health & Safety and safeguarding procedures. These responsibilities are consistent with the school's food service compliance expectations, including maintaining hygiene records, temperature monitoring and safe storage arrangements.
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4. Kitchen Management

- Keep the kitchen, serving areas and equipment clean, tidy and organised.
 - Undertake daily and weekly cleaning duties.
 - Ensure equipment is used safely and report any defects.
 - Maintain a safe working environment for all users.
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5. General School Support

- Support wider school catering activities, events and special occasions where required.
 - Work collaboratively with school staff to ensure students' dietary needs and preferences are met.
 - Promote positive relationships with students, staff and visitors.
 - Undertake any other duties commensurate with the grade and responsibilities of the role.
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Person Specification

Essential

- Good organisational skills and attention to detail.
- Ability to work independently and manage a daily routine.
- Good communication and interpersonal skills.
- Ability to maintain accurate records.
- Commitment to high standards of cleanliness and food hygiene.
- Ability to work as part of a team.
- Willingness to undertake relevant training, including Food Hygiene certification, in line with expectations for Fieldstone catering-related roles.

Desirable

- Previous experience in a catering, hospitality or food service environment.
 - Food Hygiene Certificate (Level 2 preferred).
 - Experience working within an educational setting.
 - Basic IT skills for ordering and stock management systems.
 - First Aid qualification.
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Safeguarding



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Fieldstone School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be subject to an enhanced DBS check, satisfactory references and all other pre-employment checks required by Keeping Children Safe in Education.

Key Attributes

We are looking for someone who is:

- Reliable and dependable.
- Friendly and approachable.
- Organised and proactive.
- Able to work with minimal supervision.
- Committed to delivering a high-quality service to students and staff.

The role is ideal for someone seeking part-time work during school hours who enjoys catering, organisation and being part of a supportive school community.