ACORN EDUCATION AND CARE
Better days, Better lives

Job Description & Person Specification
School Catering Lead - WLP

Job Purpose

To lead the preparation, service, and clearing of breakfast, breaktime, and lunch meals, ensuring that food is provided in a safe, hygienic, nutritious, and welcoming environment.

The postholder will maintain high standards of food safety, cleanliness, and service while promoting a positive dining experience for pupils, staff, and visitors. They will play a key role in ensuring that dietary requirements, allergen controls, and health and safety standards are consistently met.

The postholder will contribute positively to the ethos of Wessex Lodge School and support the school's commitment to safeguarding and promoting the welfare of children and young people.

Key Responsibilities

Food Preparation and Service

- Prepare and serve breakfast, breaktime, and lunch meals.
- Prepare packed lunches and meals for off-site activities and educational visits.
- Present food in accordance with approved menus and food safety standards.
- Ensure meals are served attractively, efficiently, and in a welcoming manner.
- Ensure all dietary, allergen, cultural, and special nutritional requirements are met.
- Promote healthy eating and positive mealtime experiences.

Dining Area Management

- Prepare dining areas before service.
- Clean and sanitise tables, serving areas, equipment, and food preparation surfaces.
- Wash and prepare crockery, cutlery, utensils, and equipment for future use.
- Maintain a clean, safe, and pleasant dining environment throughout service.
- Ensure all catering areas are left clean and secure at the end of each day.

Health, Safety and Hygiene

- Comply with all food hygiene, food safety, COSHH, and health and safety legislation.
- Follow allergen management procedures and maintain accurate allergen information.
- Wear personal protective equipment and appropriate clothing as required.
- Report hazards, accidents, incidents, and equipment faults promptly.
- Maintain consistently high standards of cleanliness throughout the kitchen and dining areas.
- Take responsibility for identifying and addressing cleaning and hygiene issues beyond scheduled cleaning rotas.
- Participate in departmental audits, inspections, and compliance checks.
- Support the school's commitment to maintaining a safe environment for pupils, staff, and visitors.

Stock and Equipment

- Receive, check, and store deliveries appropriately.
- Monitor stock levels and report shortages to Line Manager.
- Ensure stock is rotated and stored in accordance with food safety regulations.
- Operate kitchen equipment safely and responsibly.
- Ensure equipment is maintained in a clean and serviceable condition.
- Report defective or damaged equipment immediately.

General Duties

- Work collaboratively with colleagues across the school.

- Attend staff meetings, mandatory training, and development opportunities.
- Uphold the school's values and professional standards at all times.
- Undertake other duties consistent with the level and nature of the post as reasonably requested by the Senior Leadership Team.

Auxiliary Site Support

- Contribute positively to the overall ethos and environment of the school.
- Maintain strict confidentiality regarding pupils, families, and staff.
- Support wider site-based activities where required.
- Comply with all school policies and procedures.
- Ensure Food Safety and Health & Safety legislation are adhered to at all times.

Pupil Care and Welfare

All staff are responsible for safeguarding and promoting the welfare of children and young people.

The postholder will:

- Be familiar with and comply with the school's safeguarding and child protection procedures.
- Report concerns regarding the welfare or safety of any pupil in accordance with school procedures.
- Work positively with pupils and staff to promote a safe, respectful, and nurturing environment.
- Maintain professional boundaries at all times.
- Support the school's commitment to equality, diversity, inclusion, and pupil wellbeing.

Person Specification

Essential Knowledge and Experience

Criteria	Essential
Knowledge of food hygiene and food safety procedures	✓
Knowledge of Health and Safety legislation	✓
Knowledge of COSHH requirements	✓
Understanding of allergen management	✓
Experience working in a catering, hospitality, school kitchen, or food service environment	✓
Good standards of personal hygiene and food handling	✓

Essential Skills and Abilities

Criteria	Essential
Ability to work as part of a team	✓
Ability to work on own initiative	✓
Ability to prioritise tasks effectively	✓
Good organisational skills	✓
Ability to maintain high standards of cleanliness	✓
Good communication and interpersonal skills	✓
Ability to build positive relationships with children and young people	✓
Ability to follow procedures and regulations accurately	✓
Willingness to undertake training and development	✓

Personal Attributes

Criteria	Essential
Reliable and punctual	✓
Flexible approach to work	✓
Resilient and professional	✓
Honest and trustworthy	✓
Respectful and approachable	✓
Commitment to equality and inclusion	✓
Ability to maintain confidentiality	✓
Motivated with a strong work ethic	✓
Willingness to undertake cleaning tasks throughout the school when required	✓
Physically capable of undertaking manual handling and some heavy lifting	✓

Safeguarding Statement

Wessex Lodge School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

This post is subject to:

- Enhanced Disclosure and Barring Service (DBS) clearance.
- Satisfactory references.
- Verification of identity and qualifications.
- Online checks in line with Keeping Children Safe in Education (KCSIE) guidance.
- Eligibility to work in the United Kingdom.

Wessex Lodge School is an equal opportunities employer and welcomes applications from all suitably qualified candidates.