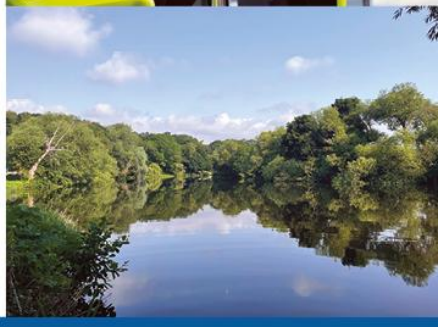

Catering Assistant

Applicant Information Pack
October 2026

Teesside High School
Education as it should be

CATERING ASSISTANT

CONTRACT Monday to Friday, 7.45am – 3.00pm (with a 30 minute unpaid break) term time only

SALARY **£12.71 per hour**

CORE PURPOSE OF THE POST

To assist the Catering Manager with kitchen services including pot and dish washing, food preparation, simple cooking, preparation and cleaning of kitchen and dining room areas and assisting with food service. You will demonstrate creative skills to resolve routine issues in the preparation and serving of food. This job involves standing for long periods of time. It is naturally a busy environment and you have to work at a fast pace within a small team.

Duties and responsibilities

- Food preparation, cooking and washing up duties as directed by the Catering Manager.
- Cleaning of light and heavy kitchen equipment, dining areas and furniture following instructions to comply with all
- Follow HACCP, COSHH and safety guidelines.
- Follow personal cleanliness and hygiene guidelines.
- Serving of meals, adhering strictly to hygiene regulations.
- To count and record stock as required.
- To have responsibilities for cash handling and basic record keeping.
- To take reasonable care of your own health and safety and co-operate with management, as far as is necessary to enable compliance with the Authority's Health and Safety Rules and legislative requirements. Reporting any incidents to Catering Manager.
- To ensure all hospitality is served and cleared to the highest standards around the School.
- To assist in the setting up of functions.
- To immediately report all accidents, near misses, damage or breakages to the Catering Manager.
- To actively assist in ensuring a five star food hygiene rating.
- To undertake any other tasks appropriate with the duties and responsibilities of the post.
- To attend any relevant training sessions to ensure that you are fully equipped to perform your role effectively.
- The successful applicant may be required to work at school events.

Miscellaneous

- The school operates a No Smoking policy.
- All Staff must be appointed in accordance with the Schools' Safeguarding Procedures, including an enhanced disclosure from the Disclosure & Barring Service or such other body as might be constituted.
- A voluntary contributory pension scheme is available.

THE APPLICATION PROCESS

For application forms and further details please contact the School on 01642 782095 or via recruitment@teessidehigh.co.uk

The closing date for applications is Friday 30 October 2026 at 9.00am. Interviews are currently scheduled to take place w/c 2 November 2026.

Completed application and equal opportunities forms should be returned with a covering letter and CV to recruitment@teessidehigh.co.uk

Safeguarding Policy

Teesside High School has a responsibility to protect and safeguard children and young adults. A copy of our Safeguarding Policy is attached as an essential part of our recruitment for this post. We ask that you are familiar with the essential messages in this document if you are called for interview. The School will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.