Bishop Wilkinson
Catholic Education Trust

Mobile General Kitchen Assistant

Post title: Mobile General Kitchen Assistant
Grade: Grade B, SCP 3
Reports to: Catering Cluster Manager

Job Purpose

- To help and support delivery in our in-house catering kitchens.

Main Duties and Responsibilities

- Carry out basic food preparation tasks.
- Use kitchen equipment as directed.
- Serve food during all service times at each location.
- Wash crockery and utensils, complete daily cleaning tasks in the kitchen, as directed by the Cook- in - Charge.
- Comply with health and safety practices and undergo health and safety training.
- Undertake all other training deemed necessary by your line manager.
- Communicate effectively and respectfully with colleagues and customers.
- Complete other duties as may be reasonably requested from time to time.

Additional Information

- Engage in promoting the Trust values and act as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies, at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom of Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in this job description are indicative and may vary, over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

November 2025

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Person Specification

Factors	Essential		Desirable	
Qualifications & Training	E1	Basic food Hygiene (or willing to work towards)	D1	L2 or above of Food Hygiene Certificate
	E2	Right to work in the UK	D2	L2 Health and safety certificate
			D3	Manual Handling Certificate
Experience	E3	Working in a similar environment with food	D4	Knowledge of PPE and cleaning schedules
			D5	Knowledge of HACCP
Skills	E4	Demonstrate an ability to manage under pressure, prioritise tasks and communicate effectively at all levels.		
	E5	The ability to comply with Food Hygiene and Handling standards.		
	E6	The ability to comply with Health and Safety regulations		
Personal Attributes	E7	Be able to work as part of a team.		
	E8	A flexible approach to work.		
	E9	Commitment to high standards.		
	E10	Good communication skills.		
Special Requirements	E11	A commitment to safeguard the welfare of children		
	E12	Compliance with data protection principles		
	E13	Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies		

	E14	Compliance with health and safety policies, rules and regulations		
	E15	To uphold the Catholic ethos of our schools		

November 2026