



# Job Description – Catering Assistant

Job Title	Catering Assistant
Form of employment	Part-time, permanent
Hours of work	25 hours per week (10.30am-3.30pm, Mon-Fri), term time only
Location of work	40 Tabard Street
Responsible to	Catering Manager, The Headteacher
Salary	London Living Wage, with pension benefits

## ROLES AND RESPONSIBILITIES

### The School

London Christian School is a thriving co-educational independent primary school in central London that seeks to offer an excellent Christian education for children of any faith. It has a community feel and a very supportive parent body. Established in 2007 with four pupils, it has grown ever since and now stands at 120+.

We are non-selective at entry but have an outstanding record at 11+ and our children are offered places, often with scholarships, to leading London independent schools.

Most pupils join aged 3 or 4, but increasingly children are joining us at various stages further up the school. We are outgrowing our current premises and have recently bought the adjacent building, which is currently partly occupied by commercial tenants.

### The Role

LCS are looking for a part-time catering assistant, available 25 hours a week, to manage catering administration and assist the Catering Manager in delivering hot lunches (prepared by external company).

It will be the Catering Assistant's responsibility to manage the parent ordering system, create menu forms and order spreadsheets, assist the Catering Manager in ordering the weekly dishes, assist the Catering Manager in serving food, washing dishes and cleaning the kitchen and assist the Catering Manager in the administration involved in the kitchen.

We are keen to get exactly the right fit and there is some degree of flexibility. The successful applicant must be organised, hands on, practical, detail-oriented and willing to serve.

Previous experience within a food or school environment beneficial but not essential. Food Hygiene certificates desirable but not essential.

The post is available from June 2026.

The Catering Assistant's duties encompass:

**Ordering Food and Preparing the Menu**

- Liaising with the meal provider
- Assisting with ordering and delivery of the meals
- Assisting with stock taking and food storage
- Managing the online parent ordering system and queries

**Managing the Kitchen**

- Assisting with managing the freezers and meal supplies
- Cleaning up (dishwashers available)
- Conducting deep cleans and stock taking exercises
- Ordering kitchen cleaning supplies
- Assisting with food safety
- Assisting with food usage, wastage and demand

**Serving Food**

- Plating up heated food
- Making sure the tables/crockery/cutlery are ready
- Ensuring the menu and orders align
- Apportioning serves per person
- Complying with known allergies and intolerances