



**(Supply) Catering Assistant**

**Role Profile**

**July 2025**

*Together, we'll  
find your voice.*

## About The Donaldson Trust

As the National Body for Neurodiversity, we are a catalyst for change. We believe there is a genuine opportunity to change society for better. We aim to be at the forefront of driving this change, and make a difference with, and for, neurodivergent people.

We're a team filled with caring and talented individuals who work together to create positive change. You will be part of a team dedicated to giving neurodivergent people a voice and contributing to our vision of a society in which neurodivergent people are understood, accepted, treated fairly and valued.



### Our Values:

#### **We share what we know**

We share our knowledge so that more neurodivergent people can thrive.

#### **We connect people**

We build partnerships and collaborations to increase opportunity and inclusion for neurodivergent individuals. We achieve more together.

#### **We remove barriers**

We work together to look for win-win solutions. We make it easier for neurodivergent people to feel accepted, valued and for their voice to be heard.

# The Role: Supply Catering Assistant

## Job Purpose

The catering assistant is responsible for providing support to ensure that the standard and quality of the food production and the hygiene within the kitchen is always maintained at the highest level; providing a catering service to the supported people, colleagues and visitors at The Donaldson Trust, Linlithgow Campus.

The role is on a supply basis, where the catering assistant will support the Donaldson Trust's Cook during busy periods or to cover absence.





## Key Responsibilities

- Support the Donaldson Trust's Cook during busy periods including any events and functions i.e. Christmas lunches
- Cover the cooks duties in the kitchen during any absences (planned or unplanned)
- Support with or prepare food as per requirements / orders received; taking into account nutritional needs as well as having due regard to identified allergies
- Support with or ensure orders are prepared in a timely manner
- Support with or serve food and beverages accurately and efficiently
- Effective customer service; communicating positively with supported people, colleagues and visitors, promoting the Donaldson Trusts values and attributes.
- Support with or maintain stock levels of kitchen supplies
- Ensure wastage is minimised
- Ensure proper safe storage methods are utilised at all times
- Ensure healthy and safe work practices are in place at all times
- Support with or ensure the kitchen and bistro is kept clean and tidy to Environmental Health standards
- Support with or complete appropriate paperwork i.e. daily cleaning schedules, cooking records etc.

Please note this list of duties is not exhaustive

# About you

Below are the key qualifications, knowledge and experience, and skills and attributes required for the role. Please note each criteria is assigned as Essential or Desirable.

## Qualifications

- |                               |           |
|-------------------------------|-----------|
| • Certificate in Food Hygiene | Essential |
|-------------------------------|-----------|

## Experience and Knowledge

- |  |           |
|--|-----------|
| • Previous catering experience                                       | Essential |
| • Knowledge of current Food Safety / Environmental Health Guidelines | Essential |
| • Knowledge of current health & safety regulations                   | Essential |
| • Customer service experience  | Essential |
| • Previous catering experience within a school environment           | Desirable |
| • Existing member of the PVG scheme                                  | Desirable |

## Skills and Attributes

- |  |           |
|--|-----------|
| • Professionalism; able to represent the Donaldson Trust demonstrating our values and attributes in all interactions | Essential |
| • Dependable; give your best whilst supporting the team  | Essential |
| • Collaborative; being mindful of your colleagues  | Essential |
| • Curious; using initiative to always provide the best service   | Essential |
| • Adaptable; ability to remain calm and amend plans when necessary   | Essential |
| • British Sign Language (BSL)  | Desirable |



## Remuneration:

Salary: £12.72 per hour

Hours: Supply, as an when required to cover absence and provide additional capacity during busy periods.  
No set hours, any shifts will be agreed with successful candidate.  
The bistro currently operates between Monday and Friday, providing a lunch time service.

Reporting to: Service Co-ordinator

Location: Linlithgow campus

## To Apply:

To apply, please complete an online application via our website:

<https://www.donaldsons.org.uk/application-form/>

If you would like to discuss the role further, have any questions, or would like any assistance with your application, please contact us on [people@donaldsons.org.uk](mailto:people@donaldsons.org.uk) and we would be happy to help.

Closing date: **Sunday 20 July 2025**

Interviews: **Monday 28 and/or Tuesday 29 July 2025**