



Seckford Care
A tradition of quality since 1587



Work With Us
General Catering Assistant
Application Pack

General Catering Assistant

£6,497.48 per annum

Post 1 – Saturday 9:00am to 7:00pm

Post 2 – Sunday 9:00am to 7:00pm

10 hours per week, 52 weeks per year

We are looking to appoint two General Catering Assistants to join our Catering Team at our Care Home. You will assist with all general kitchen/catering duties in our busy catering department as directed by the Chefs, including the preparation and provision of the food service to residents.

The applicants will have an interest in food preparation, production, ideally a knowledge of working equipment used in kitchens and experience in a catering environment or a customer facing role. Prior experience is not essential.

Seckford Care is an award winning, CQC Outstanding care facility based in our beautiful grade 2* listed building in the heart of Woodbridge. We provide 30 Extra Care apartments for those who wish to live independently, safe in the knowledge that carers are on hand 24 hours a day. We provide 26 residential care rooms in Jubilee House for those who would like their own comfortable room, all their meals, laundry and cleaning provided. Our dedicated Activities team facilitates a wide range of activities for all residents at Seckford Care.

Closing date: 16 October 2026

Interview: W/C 19 October 2026

We reserve the right to close the position before the closing date, so please apply as soon as possible to avoid disappointment.

For more information about Seckford Care and this opportunity, contact People Team (Recruitment) on 01394 615000 or to download an application pack, please visit: www.seckfordcare.org.uk



Job Title: General Catering Assistants

Department: Seckford Care

Hours: Saturday & Sunday – 9:00am to 7:00pm

Job Summary

To assist with the preparation and provision of the food service to Seckford Care residents and to assist with general catering duties as directed by the Chefs/Head Chef.

Key Responsibilities

- To assist with basic vegetable preparation under the direction of the Chefs.
- To carry out the process of food service, adhering to the portion control guidelines and food safety requirements.
- To assist with the cleaning of the kitchens and washing up as required.
- Ensure compliance with hygiene and Health and Safety measures at all times.
- Ensure timely compliance with compulsory and non-compulsory training as required by the role.
- To assist with ensuring that the dining room is fit for purpose and presentable for each meal serving or event.
- To provide a high level of good customer service to a range of users of the dining room.
- Work in a flexible manner.
- Advising Chefs/Head Chef of any stock shortages or broken equipment.
- Any other duties which may be reasonably required to meet the needs of The Seckford Foundation and as determined by the Catering Manager.

These are the normal duties which the Foundation requires from the position. However, it is necessary for all staff to be flexible, and all employees will from time to time be required to perform other duties as necessary for the efficient running of all areas of the care provision.

Additionally, we operate as one staff team providing care and support in our residential home, and our extra care accommodation. Within this one team, there are groups of staff who will be attached to one area, but who will on occasion be required to work in other areas as needs dictate.

This job description is non-contractual, and it will be reviewed from time to time and may be subject to change.

About Us

Welcome to Seckford Care situated in the beautiful and historic Almshouses established by Thomas Seckford in 1587.

Seckford Care comprises of 30 self-contained Extra Care apartments and Jubilee House residential care home, with 26 rooms for older people.

Our aim is to enable older people to live as independently as possible, whilst promoting and supporting the highest standards of care and support.

Seckford Care is part of the Seckford Foundation, comprising of Woodbridge School and Woodbridge Prep School. Our broad ranging charity unites younger and older people creating a diverse and exciting organisation to be part of.

We are looking for caring, compassionate individuals who want to enrich the lives of older people and be part of a dedicated and valued team. In return we will invest in you with opportunities for formal qualifications and informal development and provide a wide range of benefits.

If you would like to work in a role where you can really make a difference, we would love to hear from you.



Person Specification

Education and Qualifications	Essential	Desirable
Basic literacy and numeracy in order to read instructions/complete forms etc.	✓	
Basic Food Hygiene Certificate.		✓
Basic First Aid		✓
Knowledge and Experience		
Awareness of Health. Safety and Hygiene Regulations.		✓
Knowledge of equipment used in kitchens.		✓
An interest in food preparation/production	✓	
Previous experience in a catering post.		✓
Experience in a customer facing role.		✓
Skills		
Able to organise own work effectively.	✓	
Good verbal skills in order to communicate effectively face to face with pupils, staff and guests.	✓	
Able to participate effectively as part of a team.	✓	
Personal Qualities		
Punctual and reliable.	✓	
Flexible approach.	✓	
Able to work under pressure and to deadlines.	✓	

Safeguarding		
All staff are expected to evidence their commitment to promoting the health, welfare, and safeguarding of adults.	✓	

Benefit Statement

Salary	£6,497.48 per annum
Working Hours	Saturday & Sunday – 9:00am to 7:00pm
Pension	Automatic enrolment into the Foundation’s pension scheme (subject to meeting certain eligibility criteria). You may contribute by direct deduction from your pay 3.2 % or more of your qualifying earnings. The Foundation will contribute 1.5% of your contribution up to a maximum of 7.5% of your gross pay.
Sick Pay	After a successful probation period, four weeks full pay and four weeks half pay in any rolling twelve-month period. After two years’ service six months full pay and six months half pay in any rolling three-year period.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary.
Other Benefits	• Free parking • Access to Employee Assistance Programme

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the Seckford Care website on www.seckfordcare.org.uk.

Please apply, preferably by email, stating “**General Catering Assistant**” in the title line to: recruitment@seckford-foundation.org.uk

If you are unable to apply by email then please post your application, marking “Private and Confidential” to Jan James at:

Seckford Almshouses, Seckford Street Woodbridge, Suffolk, IP12 4NB

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact Seckford Care on 01394 386520.

All appointments are subject to the usual pre- employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Seckford care is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.

