

Cover Letter

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Hiring Manager

BD Trading Partnership

London SE8

Dear Hiring Manager,

I am writing to apply for the Food Service Assistant (School) position at BD Trading Partnership, as advertised on Indeed. With several years of catering and cleaning experience, combined with a strong work ethic and a genuine passion for serving others, I believe I would be a valuable addition to your team.

In my current role as a Catering Assistant at Gem Contract Cleaning Ltd, I work across three school sites, helping to prepare and serve meals, maintain hygiene standards, and ensure a smooth lunchtime service. This experience has given me a solid foundation in food preparation, teamwork, and working with children and school staff — all of which align well with the responsibilities of this role.

Prior to this, I worked in customer service at Tesco, where I developed strong organisational skills, the ability to multitask, and maintained high standards of service. Additionally, my role as a Cleaner at Bidvest Noonan taught me the importance of attention to detail, time management, and consistency — skills that are directly relevant to food safety and kitchen hygiene.

My experience caring for young children in a Montessori school in Ghana has also helped me develop patience, empathy, and effective communication skills. As a parent myself, I understand the importance of safe, nutritious meals for children and am committed to maintaining the highest standards of food hygiene and safety.

I hold (or am willing to obtain) a Food Hygiene Level 2 qualification. I am also ready to undergo an enhanced DBS check, and I am fully available to work part-time during school hours, including term-time only as required.

I am eager to bring my dedication, enthusiasm, and hands-on experience to your catering team at BD Trading Partnership. Thank you for considering my application. I would welcome the opportunity to discuss how I can contribute to your team further.

Yours sincerely,

Maame Ampomah Amanor

CV

Personal Profile

A reliable, friendly, and professional individual with excellent written and verbal communication skills and good interpersonal ability. A skilled kitchen assistant with experience in fast-paced environments, capable of multi-tasking and prioritising tasks. A team-oriented person who contributes to the success of a team while working independently when required. Highly organised, with excellent time-management skills, especially in cooking, cleaning, and maintaining a high standard of hygiene.

Employment History

Catering Assistant — Gem Contract Cleaning Ltd (Newfield Primary, Manor Primary, Princess Francesca Primary)

Mar 2021 – Present

- Supervise lunchtime service for pupils and staff
- Prepare and serve meals; maintain hygiene in kitchen and dining areas
- Clean and sanitise equipment, surfaces, and dining space

Customer Service Assistant — Tesco, Greenford

Oct 2020 – Feb 2021

- Loaded deliveries and moved goods to storage areas
- Replenished on-shop shelves
- Assisted delivery team in organising goods for customer delivery

Cleaner — Bidvest Noonan Cleaning Company, CBS TV Station Studios

Jul 2019 – Mar 2021

- Cleaned offices, corridors, kitchen, and toilets
- Worked various shifts to meet staffing needs
- Maintained standards of cleanliness

Catering Assistant — Blue Arrow, Harrow

Feb 2020 – Apr 2020

- Assisted with food preparation and lunch-time serving in a school
- Supported catering operations before and during Covid lockdown

Crèche Childcare Assistant — Vic Grace International Montessori School, Accra, Ghana

2014 – 2018

- Cared for children aged 0–8 in a Montessori setting
- Supervised learning and play activities
- Prepared lunches and ensured child safety
- Communicated with parents regularly

Parent Raising Family — Self-Employed

1989 – 2014

- Raised four children as a single parent
- Managed household tasks including cooking, cleaning, and appointments

Skills

- Food preparation and service
- Kitchen hygiene and food safety
- Time management & multitasking
- Communication & teamwork
- Cleaning & maintenance
- Childcare support

Qualifications

- Willing to obtain Food Hygiene Level 2
- Enhanced DBS (to be completed if hired)

References

Available upon request.

Job Description & Person Specification

Job Title: Food Service Assistant (School)

Employer: BD Trading Partnership

Location: London, SE8 (Lewisham)

Hours: Part-time, Term-time only, Monday–Friday

Pay: £12.21 – £13.15 per hour

Key Responsibilities:

- Assist with preparation and service of meals for children and staff
- Set up dining area and clear away after service
- Wash up and clean kitchen and serving areas
- Support safe food storage and handling
- Use commercial kitchen equipment safely
- Maintain hygiene and follow food safety regulations
- Be aware of allergens and avoid cross-contamination
- Work as part of a catering team
- Communicate effectively with staff and supervisors

Person Specification:

Essential:

- Food Hygiene Level 2 (or willingness to obtain)
- Good written and verbal English
- Ability to follow instructions
- Teamwork skills
- Available during school hours
- Enhanced DBS check required

Desirable:

- Previous catering or kitchen experience
- Experience working in a school
- Knowledge of commercial kitchen equipment