

Job Description

Job Title:	Catering and Lunchtime Assistant
Scale:	Grade 1 SCP 3
Contract Type:	Permanent
Hours:	1 post 17.5 hours per week. 1 post 8.75 hours per week. Term time only. Actual working hours to be agreed with Line Manager.
Responsible to:	Catering Manager/ Central Support Manager.
Focus:	<ul style="list-style-type: none"> To assist in the preparation and delivery of catering services, carrying out all duties to the required high standards of food hygiene/ handling and safe working practices.
Specific responsibilities:	<ul style="list-style-type: none"> To wash up dishes etc. in compliance with correct procedures to ensure hygiene standards are maintained. Operate the dishwasher following correct usage procedures to ensure optimum results. Thoroughly and effectively clean kitchen and dining room areas and equipment as required ensuring appropriate cleaning products etc. are used to ensure hygiene standards are maintained. Clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with Trust health and hygiene procedures. To clean trays, tables and floor surfaces during and immediately after lunchtimes to ensure that the dining area is left in a tidy condition. Assist with washing, peeling, chopping, cutting and cooking of food. Serve meals, snacks and beverages, ensuring hygiene/ food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service. Assist with the operation of the kitchen laundry as required. Assist with the delivery storage and management of food stocks in line with health and safety and hygiene regulations. To supervise areas of the school throughout the lunchtime, whether inside or outside the dining areas, including corridors, main hall and outside areas; in accordance with the instructions of the Catering Manager, Central Support Manager and Senior Leadership Team. To support and manage the behaviour of students in line with Trust policy. To encourage students' healthy eating. To follow the health and safety policy of the Trust, report any incidents/ accidents/ hazards and take a pro-active approach to health and safety matters. To ensure that students queue for lunch in an orderly and safe manner. To deal with any immediate problems or emergencies according to the Trust's policies and procedures. To supervise in any other areas during lunchtimes as directed by the Catering Manager, Central Support Manager or Headteacher.
General:	<ul style="list-style-type: none"> Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure. To model the values, ethos and vision of the Trust. To contribute to the overall ethos, work and aims of the Trust. To maintain at all times, the utmost confidentiality with regard to all records, personal data relating to staff, students and other information of a sensitive or confidential nature. Attend relevant meetings as required. Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person. Show a duty of care to students and staff and take appropriate action to comply with health and safety requirements at all times. Be aware of, and support, difference and ensure that all students have access to opportunities to learn and develop. Maintain good relationships with colleagues and work together as a team. Appreciate and support the role of other professionals. To attend any training courses relevant to the post, ensuring continuing, personal and professional development.

Job Description and Person Specification



	<ul style="list-style-type: none"> Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
Special Conditions	<ul style="list-style-type: none"> The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties; The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/ or guidelines, reporting any issues or concerns to their immediate line manager; The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to; An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.

Person Specification

	Essential	Desirable	Method of Assessment
Application	<ul style="list-style-type: none"> Fully supported in references. Fully completed application form which details previous experience and provides further information about relevant experience and skills. 		<ul style="list-style-type: none"> Application References
Qualifications	<ul style="list-style-type: none"> Willingness to undergo training relevant to the post. 	<ul style="list-style-type: none"> First Aid. Food Hygiene. 	<ul style="list-style-type: none"> Application Interview
Experience	<ul style="list-style-type: none"> Competence in carrying out general cleaning tasks. Awareness of health and safety issues. 	<ul style="list-style-type: none"> Experience of cleaning within a school, organisation or business. 	<ul style="list-style-type: none"> Application References Interview
Skills	<ul style="list-style-type: none"> Able to work in a busy and demanding environment. Willing to undertake training as required. 		<ul style="list-style-type: none"> Application References Interview
Personal characteristics	<ul style="list-style-type: none"> Adaptable and flexible. Calm under pressure. Patient. Empathetic with young people. Self-motivation, reliability, and hard-working nature. Team player. High personal and professional standards. 		<ul style="list-style-type: none"> Application References Interview

Assessment against the criteria outlined above will be through the Application Form, Interview Process and References. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. Any relevant issues from references will be taken up at interview.