Job Description

Job Title:	Catering/ Lunchtime Assistant
Scale:	**Grade 1 SCP 3**
Hours:	**12.5 hours per week** **Monday to Friday** **Term time only**
Responsible to:	Catering Manager/ Central Support Manager
Well-being and Appraisal:	HR Manager
Focus:	• 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. • To assist in a safe lunchtime provision.

Key Area of Responsibility	Brief Outline
Generic responsibilities	• 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 maintain at all times the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, students and other information of a sensitive or confidential nature.
Specific responsibilities	• 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. • 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, Business 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, Business Manager or Headteacher.

Special Conditions	• 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	MEANS OF ASSESSMENT
Application	• Application form. • Fully supported in references.		Application/ references
Qualifications	• Basic literacy and numeracy skills.	• First Aid. • Food Hygiene.	Application
Experience	• Working as part of a team.	• Working in a school setting/ environment.	Application/ interview
Knowledge & Skills	• Be articulate and able to converse confidently in a pleasant and professional manner. • The ability to communicate both orally and in writing. • Be prepared to undertake training in health and safety, safeguarding, fire procedures and all other relevant legislations.	• Able to use Microsoft Office e.g. Word and Excel. • Working knowledge of health and safety, safeguarding, fire procedures and all other relevant legislations.	
Specific behaviours relevant to the post	• Flexible approach to work. • Ability to be punctual. • The ability to solve problems logically. • The ability to work as an effective member of a team. • Self-motivated.		Application/ interview
Other requirements	• Smart appearance.		