



<b>Job Description</b>		
<b>Title</b> CATERING ASSISTANT / LUNCHTIME SERVER	<b>Department</b> Children's and Families – Schools	<b>Post Ref</b> Catering Assistant
<b>Job Purpose</b> To set up and prepare the dining room and serving area; to take delivery of the school meals and to serve school meals as required; to wash up, clean the kitchen and hall to the required standard after lunch service.		
<b>Key Responsibilities</b> <ul style="list-style-type: none"><li>• Checking meals are correct from external provider</li><li>• To ensure all required compliance of school meals are followed at all times - including temperature, special diets / allergies and any other requirements.</li><li>• To serve the school meals following the portion size guidance / instructions from the external provider.</li><li>• To wash up after service.</li><li>• To prepare for the collection of equipment / washing up for the external provider.</li><li>• To ensure that Health and Safety compliance, such as hygiene and safety regulations are followed at all times for self and kitchen.</li><li>• To undertake the preparation and cleaning of the dining area, including the moving of furniture where required for the start and end of the meal service.</li><li>• To complete any daily paperwork / records as required (e.g. registers, numbers of meals, special meals provided etc)</li><li>• To assist with any other catering requirements of the school other than the school meal, if appropriate.</li></ul> <p>This job description indicates the main areas of activity for this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of the post. Any changes of a permanent nature will, following consultation</p>	<b>General Responsibilities</b> <ol style="list-style-type: none"><li>1. Be aware of and comply with school policy and procedures, particularly in respect of Child Protection and Health and Safety</li><li>2. Contribute to the overall ethos / work / aims of the school</li><li>3. Attend relevant meetings as required</li><li>4. Participate in training and other learning activities and performance development as required</li><li>5. Be aware of confidential issues linked to home / pupil / teacher / school work and to keep confidences as appropriate</li><li>6. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures</li><li>7. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team</li><li>8. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school</li><li>9. To have an understanding of and commitment to the County Council's Equal Opportunities Policy.</li></ol>	

with the employee, be included in the job description in specific terms and re-issued to you.

**The post holder will perform any duty or task that is appropriate for the role described.**

***Person Specification***

***Education and Knowledge***

- Certificate in Food Hygiene
- Basic numeracy and literacy – as required for the post
- Knowledge of hygiene regulations, health & safety and nutritional food standards.

***Experience***

**DESIREABLE**

- Recent experience of working within a school or equivalent setting (e.g. restaurant, care home)
- Experience of following policies and procedures (e.g. *Safeguarding, Behaviour, Anti-Bullying, Staff Code of Conduct*)

***Personal Skills & General Competencies***

**Skills/Aptitudes**

- Ability to work in a team; excellent people skills
- Good communication skills
- Good organisation and time-management skills
- Ability to follow planning / instructions to ensure effective provision
- Competent ICT skills – *as appropriate to role*
- Maintain accurate records using template provided
- Ability to think on your feet and use your initiative
- Ability to be flexible and problem-solve

**Personal Attributes**

- Commitment to keeping children safe and promoting pupil wellbeing
- High expectations of self and others
- Genuine enthusiasm for working with children
- Child-centred philosophy
- Commitment to inclusion and acceptance
- Commitment to working in partnership with other staff
- Values working as a team; able to form effective working relationships
- Actively support, promote and develop the values and ethos of school

**Specific Requirements - *Suitability to work with children***

- Meets NCC & Statutory Safeguarding checks
- Commitment to pupil welfare and safeguarding
- Dealing with sensitive information in a confidential manner

***Role Dimensions***

- Direct reports – none.