

The Heights Primary

Job Specification – Cover School Dinners Assistant



Reports to: Business Manager

Hours: 2 ¾ hours per day as required
11.45am to 2.30pm or 11.30am to 2.15pm
School term time only
All hours worked are paid at the standard hourly rate.

Main Purpose: Lunchtime Set up, Serving and Clearing

1. Serving and presenting of food and drinks to the required standard.
2. Maintaining the highest standards of hygiene and health and safety.
3. Setting up and clearing away the lunch room.
4. Encouraging the children to eat with good table manners in a calm atmosphere.

Key Responsibilities:

- Setting up the packed lunch room, e.g. tables, benches, cutlery and water.
- Assisting with the serving and presentation of all food to the required statutory regulations and school standards.
- Ensuring all children with special dietary requirements are correctly catered for.
- Ensuring portion sizes served to the children are correct.
- Ensuring the timely service of school dinners and a swift turn around between sittings.
- Clearing away and cleaning the tables and work surfaces.
- Using the dishwasher, drying and putting away all crockery, cutlery and glasses.
- Weekly deep clean of the lunch room.
- Weekly stock take of kitchen supplies and notification to the supervisor when reordering is required.

Communications

- To highlight any issues to the school dinner supervisor.
- To assist the school dinner supervisor to provide feedback on the quality of the food provided.

Health and safety

- To report all accidents and unfit foods to the school dinner supervisor.
- To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned.
- To ensure that the cleaning schedule is complied with and carry out cleaning as required.
- To ensure that the highest standards of personal and food hygiene are maintained at all times.

General

- To identify and recommend improvements in the school dinner process.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate additional duties within the context of the job, skills and grade.

Person Specification:

We are looking for someone who:

- Has good communication skills.
- Has good organisational skills.
- Works well as part of a small team.
- Enjoys working with children.
- Is flexible and adaptable to changing circumstances and requirements.
- Is calm and patient.
- Is caring and conscientious.
- Is enthusiastic, with a sense of humour and positive attitude.
- Is willing to undertake training and professional development.

Pay

- £8.41 per hour.

The responsibilities within this job specification may be changed from time to time.