



Ivy Lane School

Job Description

Job Title :	Catering Assistant
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Main Job Purpose :	Preparation of dining area, serving lunch and clearing area during and after lunch. Ensuring kitchen is cleaned in line with food hygiene standards.
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Main Duties	
1.	Setting up the dining area for lunch time, e.g. putting out tables and chairs
2.	Serving the children at lunch time with hot food
3.	Tidy and clean up during and after serving at lunch time
4.	Clean pots, pans and utensils etc used for preparing and cooking of the school dinners.
5.	Loading dirty plates, cutlery etc into the dishwasher and unload once clean and put away in relevant areas in the kitchen.
6.	Ensure that all kitchen surfaces are cleaned and sanitised in line with food hygiene standards.
7.	Sweep and clean floor in the kitchen area and empty all refuse bins.

8.	To observe health and safety and security requirements report any perceived hazards in the workplace to the School Cook.
9.	Attend training when required.
10.	To maintain good working relationships with other school staff and to co-operate with reasonable changes to daily work routines to assist the smooth operation of the school
11.	Support the aims, ethos and values of the school by example and ensure that they are followed by pupils in line with school policy.
12.	Safeguard the children.

Supervision and Management

The jobholder has no regular supervisory responsibility for staff but may assist in work familiarisation of peers and new recruits.

Creativity and Innovation (i.e. Problem Solving)

The jobholder works within school procedures, policies and approved methods and under the supervision of the catering manager or cook.

Key Contacts And Relationships

The jobholder has contact with pupils, during the lunch period. There will also be an exchange of information with teachers and other staff.

Decision Making

The jobholder is expected to follow school procedures, health and safety etc., and instructions from the catering manager or cook.

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Work Demands

The jobholder is based in a kitchen and dining hall, working with children and hot food. Lifting and cleaning is involved.

Knowledge and Skills

No formal qualifications or previous experience is required. Initial training will be provided within the induction period and further training provided thereafter, as required. Food Hygiene training will be provided.

Other

The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as

may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee
Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Date:.....