Ruislip Gardens Primary School

Job Description

Job title:	**Catering Assistant**
Grade:	**Scale 2 (Point 3- 4)** **£3,535 - £3,585 (actual salary) term time only + 2 training days**
Reports to:	Head Cook, School Business Manager, Head teacher and Senior Management.
Hours:	5 hours per week, term time only 11:45am-12:45pm Monday to Friday
Responsible for:	Assisting the Head Cook to produce and serve school meals and keep the dining hall clean, tidy and safe during meal service
Qualifications:	Food Safety Level 2

Purpose of Role

To be an active part of the Catering Team which assists the Head Cook in providing a catering service to the pupils, staff and visitors at our school including a Transported In Meals Service from our site.

The service consists of fresh, healthy, nutritious food prepared to a first class standard in a clean and hygienic environment to comply with all current food, hygiene, health & safety and school standards and regulations.

To be an enthusiastic member of the catering team assisting in schools meals service preparation and cleaning of kitchen, dining room and utensils. There is a daily physical element to this role, namely, transporting plates, utensils, cups to and from the kitchen, to erect and dismantle tables and benches for the lunch service.

The post holder will ensure pupils are adequately assisted and accommodated in a clean and pleasant environment whilst maintaining good order and discipline in line with the school behaviour plan.

Duties and Responsibilities:

The normal duties of the post holder will usually include the following:

Preparation for lunch service:

- Ensure kitchen and dining room are adequately set up to serve lunches
- Put out and man the 'dirty' station and /or tables and benches
- Filling jugs with fresh water and to set aside for service.
- Laying out fresh fruit, cheese and biscuits, yogurt and bread.
- Putting up plates for the hot service counter.
- Putting out clearing trolley and bin.
- Placing water jugs on dining tables.
- Ensuring all service equipment is available.

During Lunch service:

- Serving hot meals to pupils, staff and visitors.
- Control the entry of pupils to the dining room and their behaviour whilst using the dining room.
- Encourage the correct use of cutlery
- Operate cashless till system as required
- Assist children as appropriate with their selection, encouraging and praising healthy meal choices.
- Talking to pupils kindly, but firmly if required and always with respect.
- Advise Head Cook if food items need replenishing, using initiative

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- Assist children with their empty trays and ensure you wipe the trays.
- Deal with any spillages immediately. Display a wet floor sign.
- Removing dirty crockery and cutlery from the cleaning trolley to the dishwasher area.
- Operating dishwasher, loading dirty cutlery, crockery and beakers. Removing and putting away once cleaned and dried.
- Manually wash items when dishwasher in use and manually wash gastronome dishes.
- Between sittings, assist in ensuring there are sufficient clean beakers and cutlery ready.

At the end of lunch service

- Clearing and cleaning trolley at the end of service.
- Cleaning cutlery catcher.
- Removing protein items and bread from the table to the kitchen for disposal or storage.
- Cleaning tables.
- Making up cutlery baskets for the following day.
- Put away all tables and benches.
- Clear and clean dining room, sweep and mop floor.
- Clean all kitchen surfaces, sweep and mop floor.
- Carrying out daily and weekly cleaning tasks as per the cleaning schedule.
- Ensuring compliance with food hygiene and Health & Safety Regulations at all times.
- Ensure that Food Service/Dining Room Assistant staff rota is adhered to.
- Carrying out of all other reasonable requests by the Head Cook.
- Contact the absence line and Head Cook to report your absence from work by 7:00 am on the day of absence.

Other duties:

- Any other duties that the Head Cook, School Business Manager and Head teacher from time to time may reasonably ask the post-holder to perform.

Pupil Accidents / Injury

- In the event of any accidents and/or injuries to the children follow the schools accident and reporting procedures at all times.
- Refer more serious accidents/injuries to the Welfare Officer who will follow accident reporting procedures and report to the Head Teacher.

Uniform

- Clean uniform to be worn every day
- Hats to been worn or long hair tied back
- Only stud earrings and wedding bands can be worn when serving food
- Safety shoes

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Personal Specification

Job title:	Catering Assistant	
Qualifications and experience	• Food safety level 2 • Good numeracy / literacy skills	Essential Essential
Skills	• Positive disposition and desire to work with children • Ability to guide and supervise the children • Ability to relate to children and assist them to solve problems • The ability to follow instructions • The ability to work under own initiative • The ability to work as part of a team • Good communication skills • Experience of working with groups of children • Experience of teamwork • Good observation and awareness skills • Appropriate knowledge of first aid	Essential Essential Essential Essential Essential Essential Essential Desirable Desirable Desirable Desirable
Personal Qualities	• The ability to work without direct supervision and to determine appropriate priorities • The ability to work under pressure and be flexible • A friendly manner and a good sense of humour • Ability to meet the physical demands of the post • Personable ,calm and organised	Essential Essential Desirable Essential Essential
Equal opportunities:	• Understanding the school's equal opportunities policy and its relevance to the role. • The ability to work well within a diverse environment	Essential Essential