

Job Description and Person Specification

Job title

Food Service Leader

School

Salary grade

Grade B

Work location

Reports to

Supervises

n/a

JOB PURPOSE

To serve meals to pupils and adults
To maintain correct hygiene standards for service
To clean all equipment used for food service daily

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART

An up-to-date organisation chart, showing reporting lines.

MAIN DUTIES AND RESPONSIBILITIES

Follow guidelines to ensure correct serving temperatures and adequate portion control
Follow established menu to plate meals
Serve meals in a fast, efficient and friendly manner
Clean kitchen area, equipment used and utensils at the end of each service
Clean the dining area floor at the end of each service
Completion of the provided training program as required
Provide customers with information regarding food ingredients, availability
Escalate customer concerns and complaints to management
Report accidents to the duty member of staff and where necessary seek the advice and support of a first aider
Alert headteacher to any health and safety concerns relating to lunchtime activities
Interact and support the children during dining
Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
Promote equality as an integral part of the role, treating everyone with fairness and dignity
Comply with school health and safety policies, procedures and rules

SCOPE (impact on/control of resources, people, money etc)

No budget responsibility or line management responsibility.

PERSON SPECIFICATION		Essential/ Desirable
Experience		
Experience working with children		Essential
Experience of catering and food service		Essential
One year relevant experience in a school setting		Desirable
Knowledge and understanding		
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities		Essential
Understanding of food hygiene regulations		Essential
Proficient understanding of food allergies and modified diets		Desirable
Awareness of school security regulations		Desirable
Awareness of basic health and safety principles		Desirable
Understanding of children's playground culture		Desirable
Skills and abilities		
Ability to be consistent in quality of service and portion size		Essential
Ability to be firm and calm, and respond quickly to developing situations		Essential
Ability to communicate effectively with other staff and children		Essential
Ability to command respect		Essential
Ability to motivate and encourage pupils		Essential
Work-related personal qualities		
Actively enjoy working with children and is sympathetic to their needs		Essential
Professionally discreet and able to respect confidentiality		Essential
Flexible approach to tasks		Essential
Firm, sensitive and effective approach to pupil discipline		Essential
Enthusiastic and committed		Essential
Ability to work as part of a team		Essential
Ability to listen to advice and act upon support given		Essential
Willingness to undertake relevant training		Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.		Essential