

## Job Description – Catering Assistant

Salary	Grade 2
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Job Description
<p><b>1. PURPOSE OF JOB:</b> Collect and serve hot dinners. Could include supervision of children during eating and then in playground. Clean kitchen area and return all containers etc to external provider</p>
<p><b>2. MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b></p> <ul style="list-style-type: none"><li>i. Take receipt of food from external provider and transport to class zones using hot trolleys</li><li>ii Transferring food onto hot plates</li><li>iii Checking food is correct temperature</li><li>iv Serving up food in correct sized portions and supporting classroom staff serving dinners to pupils</li><li>v Possible supervising in playground after children have finished eating</li><li>vi Recording any incidents or injuries</li><li>vii Cleaning kitchen area and equipment and clearing away all containers etc</li><li>viii Taking back food containers, cutlery, plates etc</li></ul>
<p><b>3. MANAGEMENT OF PEOPLE</b> None</p> <p><b>SUPERVISION OF PEOPLE</b> None</p>
<p><b>4. CONTACTS AND RELATIONSHIPS</b> A good working relationship with team</p>
<p><b>5. DECISIONS</b></p> <ul style="list-style-type: none"><li><b>a) Discretion</b> Working within clearly defined procedures, generally discretion is made within a range of set alternatives</li><li><b>b) Consequences</b> Child-centred and impacts on activities during lunchtime period</li></ul>
<p><b>7. RESOURCES</b> Little or no responsibility for physical resources - children's personal possessions</p>
<p><b>8. WORK ENVIRONMENT</b></p> <ul style="list-style-type: none"><li><b>a) Work Demands</b> Food has to be provided to the classroom zones at the right time for their lunch</li><li><b>b) Physical Demands</b> Bending. Lifting and carrying of heavy hot food containers. Also pushing and pulling and lifting up steps of trolley carrying heavy food containers</li><li><b>c) Working Conditions</b> Requirement to sometimes travel and fetch food in bad weather and transferring food from outside to inside of school</li><li><b>d) Work Context</b> Risk of being burnt by hot food and containers or injury when lifting and carrying. Occasional abuse and aggression in playground or in class</li></ul>
<p><b>9. KNOWLEDGE AND SKILLS</b> Knowledge of general food hygiene and being able to serve up correct size portions of food Knowledge of Moving and Handling</p>

**NURTURE**

**BELIEVE**

**ACHIEVE**

The post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility.

Attributes	Essential	Desirable	Evidence
<b>Education and Training Experience</b>		<ul style="list-style-type: none"> <li>• Food Hygiene qualification</li> <li>• Experience working in a school environment</li> </ul>	Application / Interview
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• The ability to communicate effectively with children and adults</li> <li>• Be able to empathise with children and work as part of a team</li> <li>• Be able to demonstrate 'unconditional positive regard'</li> <li>• Good oral and written communication skills</li> <li>• Ability to work effectively as a team member</li> </ul>		Application / Interview
<b>General and Special Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of health and safety and hygiene requirements when handling and serving food</li> </ul>		Application / Interview
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Organised, keeping to a tidy workspace</li> </ul>		Application / Interview
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Good oral and written communication skills</li> <li>• Ability to work effectively as a team member</li> </ul>		Application / Interview

***Springwell Learning Community Lincolnshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to DBS clearance.***

