

## **ENFIELD GRAMMAR SCHOOL JOB DESCRIPTION**

<b>TITLE OF POST</b>	Food Service Assistant
<b>SCALE</b>	Scale 1, points 1-3 (depending on experience)
<b>HOURS</b>	2 <sup>1</sup> / <sub>2</sub> hours per week x 39 weeks per annum (term time only)
<b>PURPOSE OF JOB</b>	To provide assistance in the preparation, serving and clearing away of school meals.
<b>RESPONSIBLE TO</b>	Kitchen Supervisor
<b>LINE MANAGER</b>	School Business Manager
<b>RESPONSIBILITIES:</b>	To assist as directed, with all aspects of the preparation of food and beverages. Serve meals to pupils, staff and visitors and to undertake aspects of cleaning as necessary.

**DUTIES:**

1. To ensure that compliance in accordance with the Food Safety Act 1990 legislation by following strict guidelines regarding hygiene, safety and cleanliness in all tasks, at all times.
2. To comply with all the appropriate legal requirements in the kitchen, and comply with the School's Health and Safety Policy. .
3. To assist, as directed, with all aspects of the preparation, production and presentation of food.
4. To assist with the serving at the counter, or from the trolley as required.
5. To assist in loading service counters, as and when directed.
6. To undertake all aspects in the cleaning of catering equipment including walls (up to 6ft), floors, fixtures and fittings, to the organisation's standard.
7. To ensure that tables are left clean.
8. To ensure a high standard of personal and general cleanliness and hygiene.
9. To assist at special functions some of which may occur outside normal working hours.
10. To report complaints to appropriate manager.
11. To report immediately any incidents of - accident, fire, theft, loss, damage, unfit food or other irregularities.
12. To attend meetings and training courses as may be necessary, from time to time.
13. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## Continued Professional Development

To take responsibility for personal professional development, in conjunction with the line manager, keeping-up-to-date with developments related to school efficiency.

### PERSON SPECIFICATION

Area	Essential	Desirable
<b>Skills and Abilities</b>	Ability to use commercial kitchen and cleaning Equipment.  Ability to exchange routine verbal Information clearly with children and adults.  Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines.  Communicate effectively with both staff and students.	Knowledge of health and safety and good hygiene practice in the kitchen through the holding of a current Level 2 award in Food safety and Hygiene.  Specific qualifications & Experience in food preparation.
<b>Experience</b>	A range of experience of working in a public/school kitchen.	Previous experience of working in a school kitchen environment.
<b>Attitudes and Approaches</b>	A professional, friendly and supportive attitude towards pupils, staff and other members of the school and wider community.  A flexible approach to work and committed team player.  Effective time management and organisation skills.  Understand and implement the school's behaviour management policy.  Understand and implement the school's Health and Safety policy.	