

Food Service Assistant

Aureus Primary School - Job Description

Job Title:	Food Service Assistant	Job Reference:	APSFSA2018
Location:	Aureus Primary School, Didcot	Travel required:	No
Salary Range:	S3	Date Posted:	
Core purpose:			
<ul style="list-style-type: none"> To be responsible to the Cook for the effective and efficient production (preparation, presentation and service) of the food and beverages served to all members of the school community and visitors. To be a strong team player within the food services team and support in the objectives of the school's food service department. 			
Key Accountabilities:			
<ul style="list-style-type: none"> To assist as directed with all aspects of food and beverage preparation, packaging, presentation and service in accordance with school standards and procedures. To undertake all aspects of cleaning as directed by the Cook To ensure a high standard of personal hygiene and cleanliness at all times that complies with Service Standards and Statutory Regulations including wearing of protective clothing To attend to the cleanliness of equipment and storage areas, including fridge and freezers. To work on a rota basis within the range of tasks as directed. To carry out the preparation of all service areas as directed and to ensure sufficient supplies throughout the service period. This includes moving and setting up furniture, setting up service trolleys and dismantling as required. To follow guidelines to ensure Food Safety is of paramount important at all times. To attend all relevant training courses as the need arises. To work as part of a team with other kitchen personnel contributing to the objectives of the meal service in the school. To work with the school to improve service delivery. To treat customers with respect. To ensure the effective and responsible usage of all kitchen and service orientated equipment. 			
Food Education:			
<ul style="list-style-type: none"> To support the provision of food education as part of the school curriculum in support with the teaching staff. To maintain an active interest in the schools curriculum in order to ensure food continues to play a vital role in the holistic development of the schools community 			
Function Catering:			
<ul style="list-style-type: none"> To support the provision, presentation and service for the schools function catering requirements To support the development menus and service opportunities to showcase the schools food service at events and conference to support revenue generation for the school 			

Cost Effectiveness:

- Contribute to achieving good value for money in the food service operation
- Support the management, scheduling and monitoring of food ordering, storage and service to ensure the minimization of waste
- Support the effective consultation and seasonality around menu design to ensure cost effective menu development, relevance and appropriateness for the school community and to ensure a cost effective balance within the menu whilst maintaining the highest quality standards
- To ensure that all orders are placed in accordance with the schools financial regulations

Health & Safety:

- To ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy.
- To maintain highest levels of cleanliness and hygiene within the kitchen area, and ensure that the cleaning schedule is completed on a daily basis.
- To carry out a deep clean as directed by the Food Services Manager.
- To ensure compliance with the School's Health & Safety policy, COSHH regulations and all statutory health and safety requirements, and ensure that these are observed by all members of staff and visitors.
- To report immediately any machinery faults to the Food Services Manager.
- To cooperate with the employer on all issues relating to health, safety and welfare.
- To maintain a high standard of personal cleanliness and hygiene.

Accountable to:

- Cook
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding:

- We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to
- apply for a DBS disclosure.

Wellbeing:

- We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all 'grow, learn and flourish'.

Diversity:

- We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Flexibility:

- We are open to applications from those seeking flexible roles including zero hours contracts, part time, and job share responsibilities.