

Refreshment Assistant – Job Description

The post holder will work within the Kitchen Team to carry out breaktime supervision, assist with staff welfare and keep common areas in a clean and tidy condition.

Key Duties and Responsibilities:

- **Dishwasher Management:**
 - Unload the dishwasher and store clean cups, mugs, and utensils in their designated areas before the morning break.
 - Load used items into the dishwasher after break, ensuring it is ready for the next cycle.
- **Beverage Preparation:**
 - Prepare and serve coffee and tea for the Teaching Staff's scheduled morning break (10:25 – 10:40 AM), ensuring sufficient quantities are available.
 - Monitor beverage supplies and alerts the appropriate person if stock (e.g., tea, coffee, milk, sugar) is running low.
- **Kitchen Cleanliness and Maintenance:**
 - Wipe down counters and surfaces before and after break time to maintain a tidy and hygienic space.
 - Ensure all items are returned to their proper place and the kitchen area is left clean and orderly.
- **Supportive Duties (as needed):**
 - Check the functionality of appliances such as kettles and coffee machines and report any issues promptly.
 - Maintain a welcoming atmosphere in the staff kitchen by promoting cleanliness, courtesy, and efficiency.
- **Skills and Attributes:**
 - Punctual and reliable
 - Attention to detail and cleanliness
 - Friendly and professional demeanour
 - Ability to work independently and take initiative

Person specification

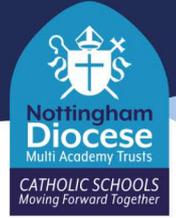
CATEGORY/ITEM	ESSENTIAL	DESIRABLE	EVIDENCE
Experience <ul style="list-style-type: none"> • Experience of working in a secondary school setting • Experience of completing cleaning tasks/good housekeeping. 	✓	✓	ARI ARI
Education and Training <ul style="list-style-type: none"> • Good literacy and numeracy skills gained from general education or equivalent experience • Willingness to undertake training. 	✓ ✓		ARI AI
Knowledge <ul style="list-style-type: none"> • An awareness of special restricted diets for medical reasons. • An awareness of safeguarding practices. 		✓ ✓	AI AI AI
Skills/Aptitudes <ul style="list-style-type: none"> • Good organisational skills • Teamwork • Flexibility/adaptability • Good communication skills 	✓ ✓ ✓ ✓		ARI ARI ARI ARI
Suitability to work with children <ul style="list-style-type: none"> • Enhanced DBS 	✓		ARI

A – Application I – Interview R – Reference



OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST



The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.